American Express @ Work®
Reporting

Corporate Card (Travel) & Corporate Purchasing Card (CPC)

Enhanced Reporting

Create A Report Guide

Prepared for:

The Commonwealth of Virginia

Last Revised: July 2005

Corporate Services

Purpose:

This guide is available to agencies, universities and public sectors and includes guidelines for creating specific reports that will assist program administrators in managing their program on a daily basis. If a particular report listed below is only available in one specific program (Purchase Card – CPC or Travel – CC), it is noted. In addition, the reports listed in this guide are available in three data ranges. Each report is noted with the timeframe available.

Range of Data Available for Reporting:
Daily Reports= 60 Days
Detail Reports= 13 Months
Summary Reports= 27 Months

For assistance with any of the reports listed in this guide you can contact the American Express help desk at 1-800-542-0995 Monday through Friday 8:00am to 7:00pm EST.

Content:

Sign-on Procedures

Access:

A master licensing agreement is in place for the Commonwealth of Virginia. Each entity will be given access to the enhanced reporting application through Department of Accounts (DOA). You must complete the Enhanced Reporting Tool Request Form and fax back to DOA to begin the set up. The reporting tool is modeled after the Commonwealth's hierarchy and multiple individuals can be provided with access to the reporting tool.

Sign-on Procedures:

Step 1: Through your internet browser, access the following url: http://www.americanexpress.com/.

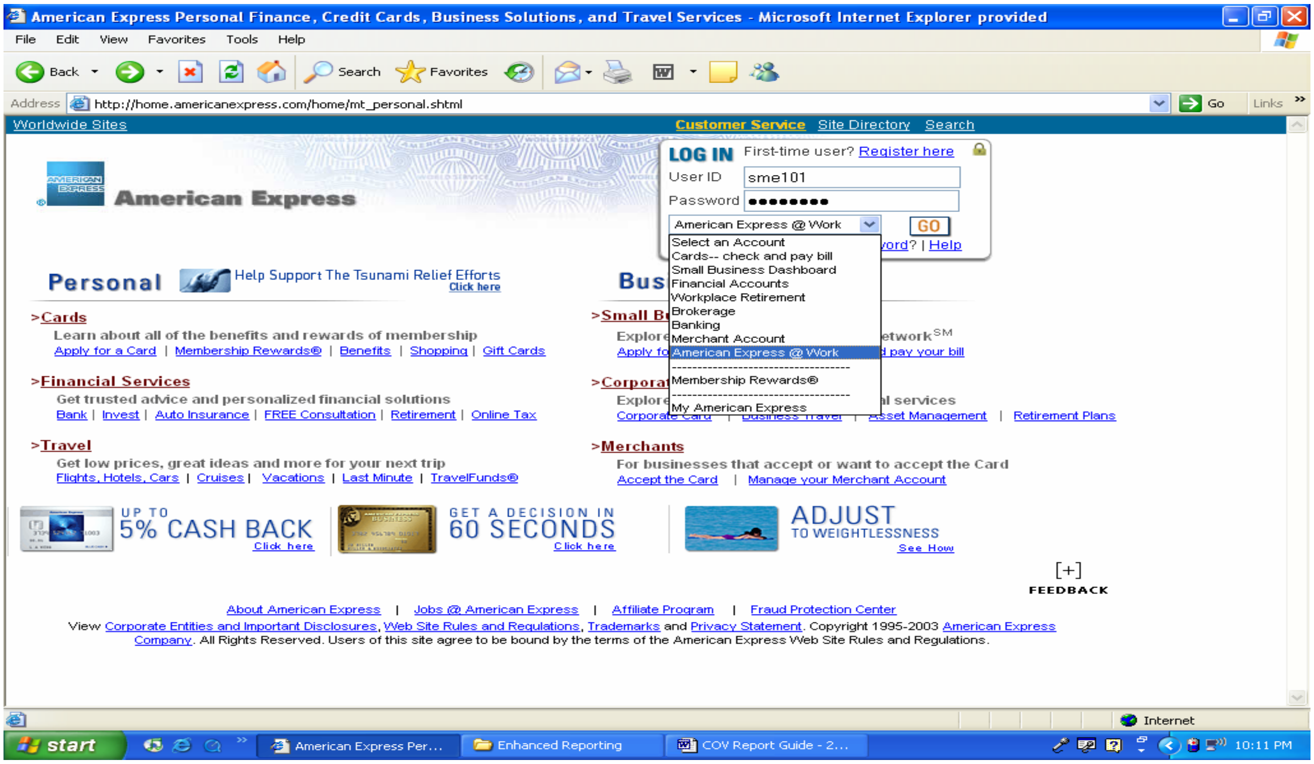
Step 2: Enter your user ID and password and select "American Express At Work". Note: If you currently have access to American Express At Work, you will use the same user ID and password to access enhanced reporting.

Step 3: Select either "Corporate Card Enhanced" or "CPC Enhanced" depending on which card program that you would like to report on.

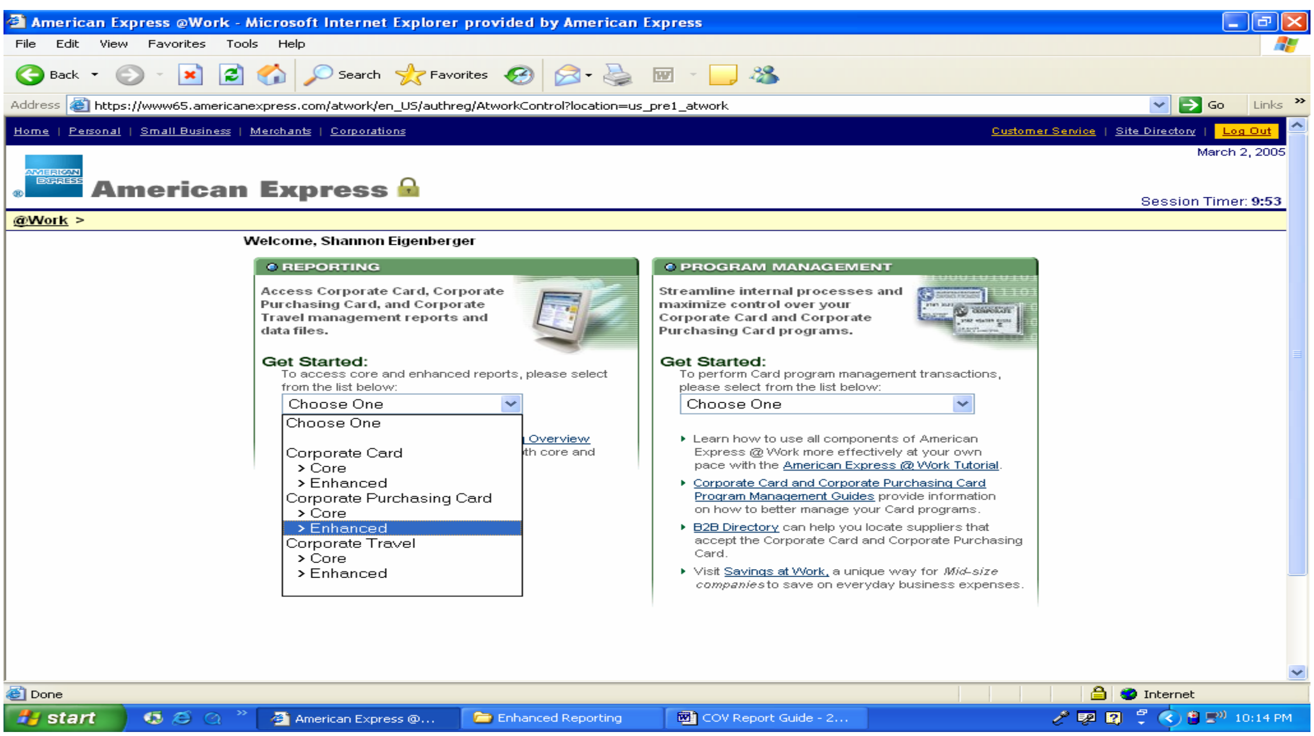
Step 4: Select the Corporate Card and CPC tab to access the primary area of the application.

Please see the screen shots below that correspond to each step listed above:

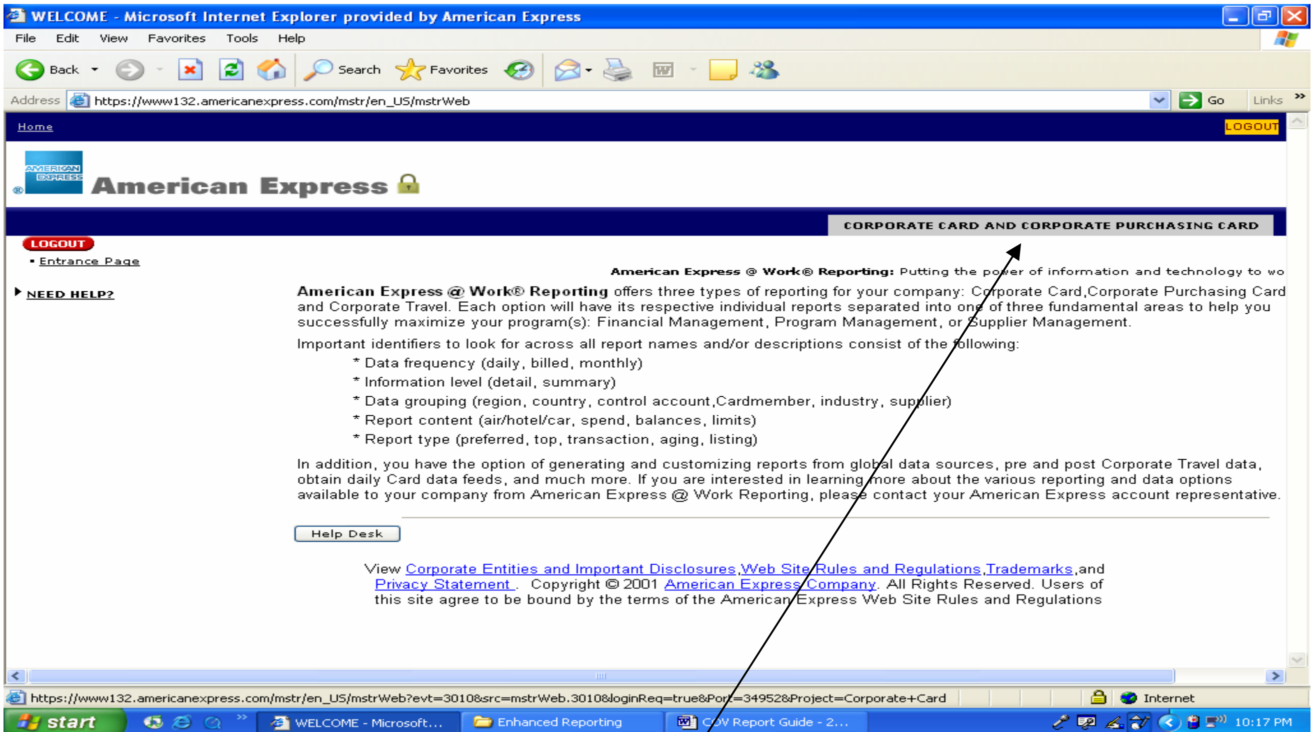
Sign-on Procedures Steps 1 & 2:



Sign-on Procedures Step 3:

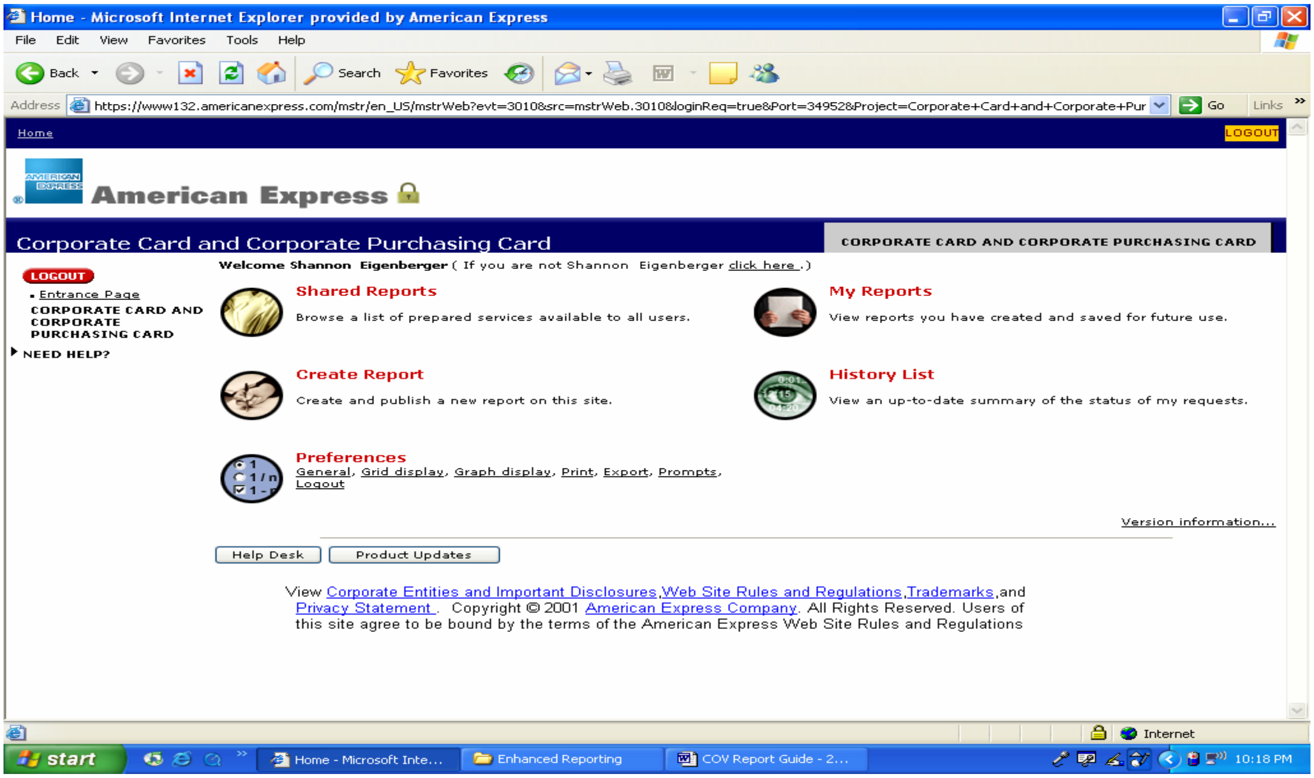


Sign-on Procedures Step 4:



Click Here to Enter

Main Enhanced Reporting Screen:



Changing Preferences:

It is recommended that you set your preferences to list all report prompts on one page. This will prevent you from having to select “next” after each step in the report creation process and will save valuable time each time that you run a report. Please see the following steps for change your reporting prompts.

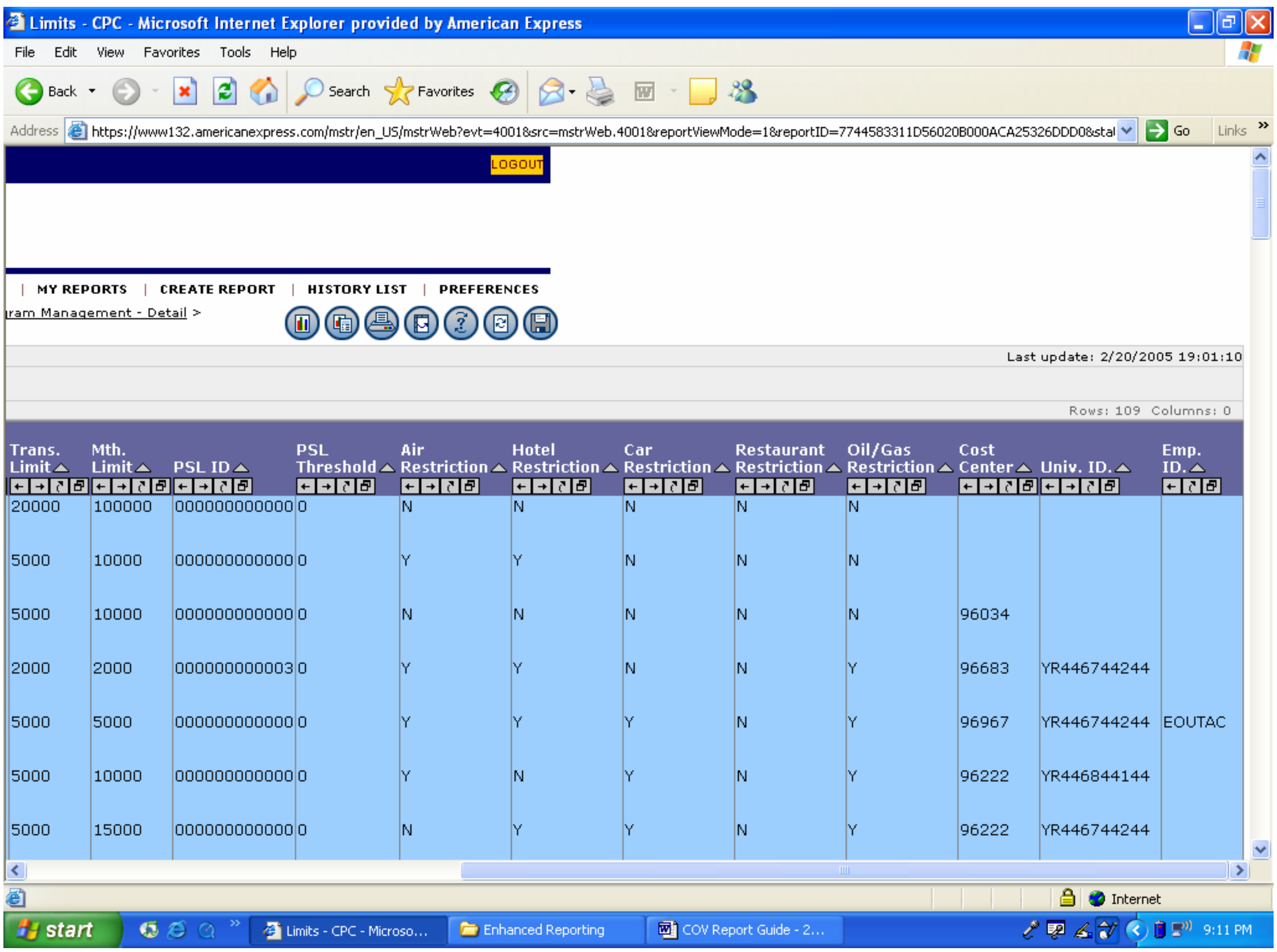
1. From the main screen for Enhanced Reporting (shown above), select the “Prompts” link under the Preferences icon.
2. Under View Prompts select the “All on one page” option and click apply.

Reports:

Corporate (Travel) Card and Corporate Purchasing Card (CPC): Template Definition

Title:	**CPC Declines/Industry Restrictions**
Description:	This report will allow program administrators (PA's) to identify the restrictions that their cardholders have assigned on their purchasing card account. This is a great tool for PA's to audit all their cards to ensure all of them have all the industry restrictions on them. If there is a card with a restriction lifted, the PA should have documentation in their files as to why the restriction was lifted. From this report, you can also audit the Universal ID field to ensure your agency number is entered in that field. This report provides data for the current day and up to 59 previous days.
Data Type:	Corporate (Travel) Card, Corporate Purchasing Card (CPC)
Report Preparation:	**Step 1: Select the "Shared Reports" folder.** **Step 2: Select the "Program Mgmt. Details" folder.** **Step 3: Select the "Limits-CPC" Report.** **Step 4: Select "Active Account" using the add selection feature.** **Step 5: Select your organization. You can use the drill feature here to control the areas of your organization that will appear in the report.** **Step 6: Select the time period that you would like included in the report. Again, you can use the drill feature to select specific time periods to include in the report.** **Step 7: Select "Execute Report". The Enhanced Reporting tool will automatically display a selection for your history list. The history list will show up to 40 reports that you have recently requested. You can choose to select the "Refresh Your History List" feature to update your report requests.** ***The time that each report takes to complete will depend on the amount of data that you have requested (e.g. time period, areas of your organization).***

An example of this report:



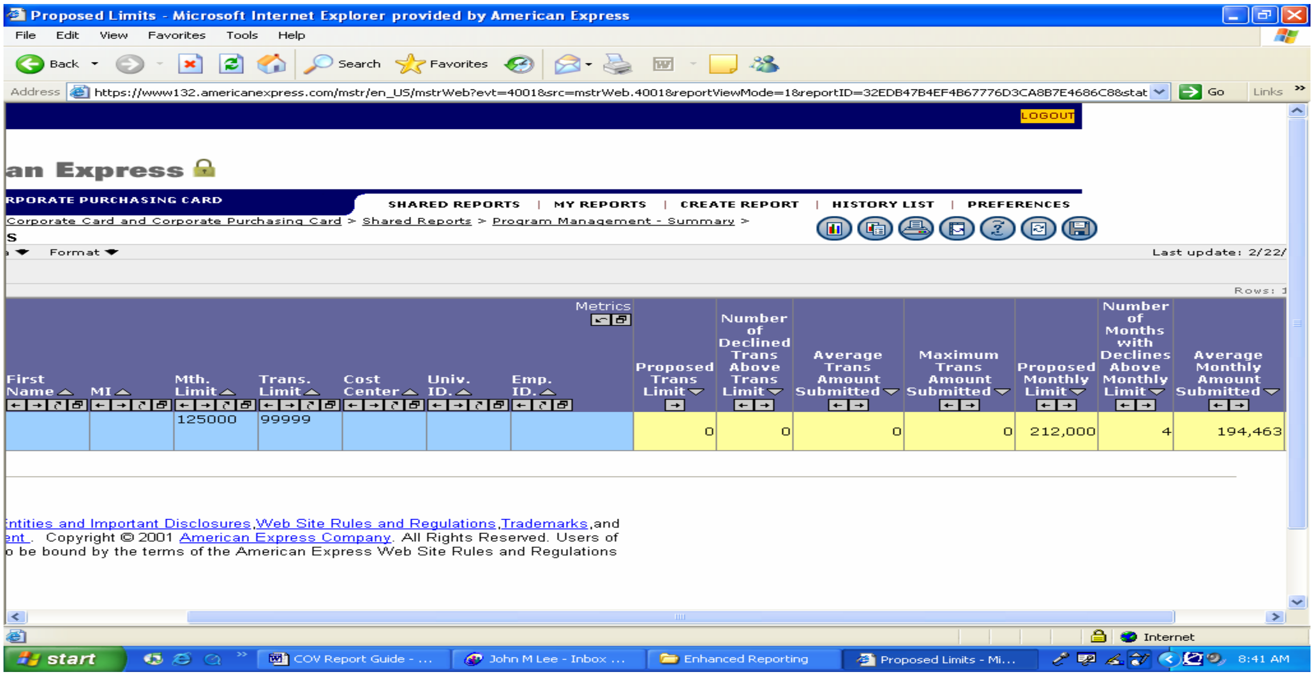
Trans. Limit	Mth. Limit	PSL ID	PSL Threshold	Air Restriction	Hotel Restriction	Car Restriction	Restaurant Restriction	Oil/Gas Restriction	Cost Center	Univ. ID.	Emp. ID.
20000	100000	000000000000	0	N	N	N	N	N			
5000	10000	000000000000	0	Y	Y	N	N	N			
5000	10000	000000000000	0	N	N	N	N	N	96034		
2000	2000	000000000003	0	Y	Y	N	N	Y	96683	YR446744244	
5000	5000	000000000000	0	Y	Y	Y	N	Y	96967	YR446744244	EOUTAC
5000	10000	000000000000	0	Y	N	Y	N	Y	96222	YR446844144	
5000	15000	000000000000	0	N	Y	Y	N	Y	96222	YR446744244	

Corporate Services

Corporate (Travel) Card and Corporate Purchasing Card (CPC): Template Definition

Title:	**Proposed Limits**
Description:	This report will allow a PA to identify cardholder's that are coming close to exceeding their monthly transaction limits. Modifications can be made to these limits to prevent transaction declines and reduce the number of emergency calls to the PA. **This report will also assist PA's in performing the yearly analysis of all cardholders.** This report can use 12 months of data to show you what the cardholder's transaction limit and monthly limit should be set at. This is calculated based on prior spend and declines. PA's must follow state policies and procedures regarding changing limits over the State guidelines set forth in the CAPP Manual for the SPCC cards ($5,000 a transaction and $100,000 a month). If there is a need to raise the limits above these figures, the PA must contact DOA for approval and to make the change. This report provides data for the current month and up to 12 previous months.
Report Hierarchy:	Financial Management - Daily
Data Type:	Corporate (Travel) Card, Corporate Purchasing Card (CPC)
Report Preparation:	**Step 1: Select the "Shared Reports" folder.** **Step 2: Select the "Program Management- Summary" folder.** **Step 3: Select the "Proposed Limits" report.** **Step 4: Select "Active Accounts" using the add selection functionality.** **Step 5: Select your area of the hierarchy using the add selection functionality.** **Step 6: Select the time period that you would like the view. The default will be for the previous 3 months. You can choose from the previous 3, 6, 9 and 12 months spend data.** **Step 7: Bypass the remaining selections and select "Execute Report".**

An example of this report:



Corporate (Travel) Card and Corporate Purchasing Card (CPC): Template Definition

Title: **Inactivity Report**

Description: This report will allow a PA to identify active cards that have not had any transaction activity for a specific period of time (i.e. 3, 6, 9 or 12 consecutive months). The PA will then be able to research these cases to determine if the card needs to be cancelled. This will streamline the program by having open cards that are being used for valid spending activity.

State policy for the Travel and Purchase cards encourage cards with no activity on them to be cancelled unless a valid reason is documented as to why the card must remain active. This is an important report which should be run monthly to determine if there are cards which have been inactive for 6 months.

Note: This report will be available in enhanced reporting by August 2005. Please continue to use your American Express Core Reporting and the Online Program Management tool to monitor these accounts. This enhancement will be communicated when it is available.

Corporate (Travel) Card and Corporate Purchasing Card (CPC): Template Definition

Title: **SWAM Report**

Description: This report will allow state agencies, universities and political subdivisions to easily identify their minority spend by month, by quarter or on an annual basis.

This report is based on American Express' Diversity ratings and not by Virginia's Department of Minority Business Enterprise (DMBE) certified vendors. Agencies will have to take this report and match it up against DMBE's listing of certified vendors to determine which AMEX vendors are certified for the agency to count on their SWAM report to DMBE. The report will provide supplier detail and can be exported for use internally.

This report provides data for the current month and up to 12 previous months.

Data Type: Corporate (Travel) Card or Purchasing Card (CPC)

Report Preparation: **Step 1: Select the "Create Reports" folder.**

Step 2: Select the "Create Reports- Corporate Cards and CPC" link.

Step 3: Select the "Create Report- Account Detail Billed (CM)" report and hit the next icon.

Step 4: *Unselect* the following attributes:

- **Cardmember Account Number**
- **Last Name**
- **First Name**
- **MI**
- **Supplier No.**
- **Charge Date**
- **Supplier Reference**
- **Cardmember Reference**
- **Cost Center**
- **Employee ID**
- **Transaction Description**

Note: Leave the Universal ID Selected

Step 5: *Select* the following attributes:

- **Cntl. Acct. Name**
- **Cntl. Acct. No.**
- **Supplier City**
- **Supplier State**
- **Supplier Federal Tax ID**
- **Supplier Ownership Type**
- **Supplier Zip**
- **SIC Code and SIC Divsion**

Step 6: Leave the metrics default of “Debit Amount” and “Credit Amount”

Step 7: Select both “Active Account” and “Cancelled Account” for the cardmember status.

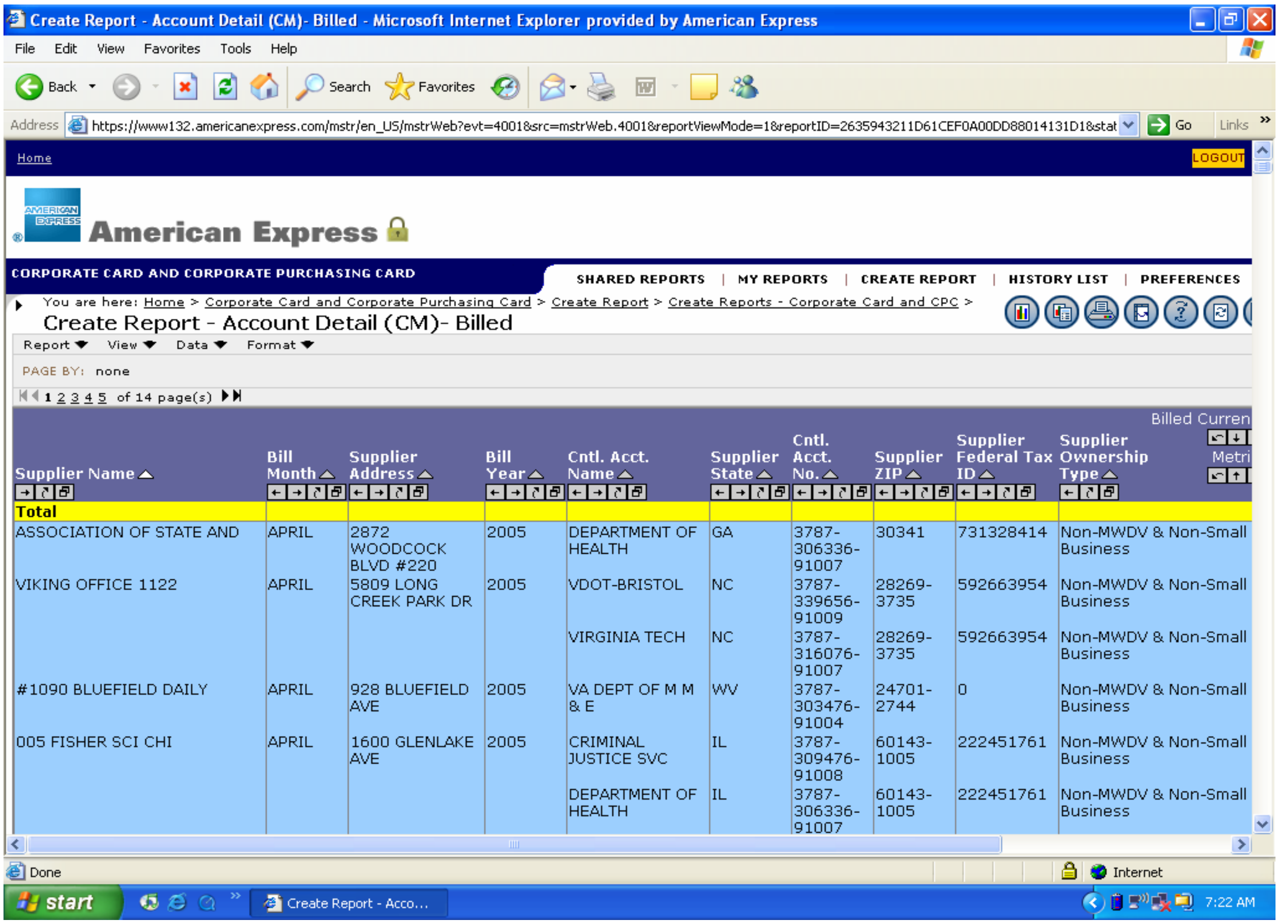
Step 8: Select the control account level that you wish to report on.

Step 9: Select the time period that you wish to report on.

Step 10: Skip the remaining filters and select “Execute Report”

Step 11: Export this report to excel and remove all “Non-Minority” owned supplier ownership types and internal adjustments.

An example of the report:

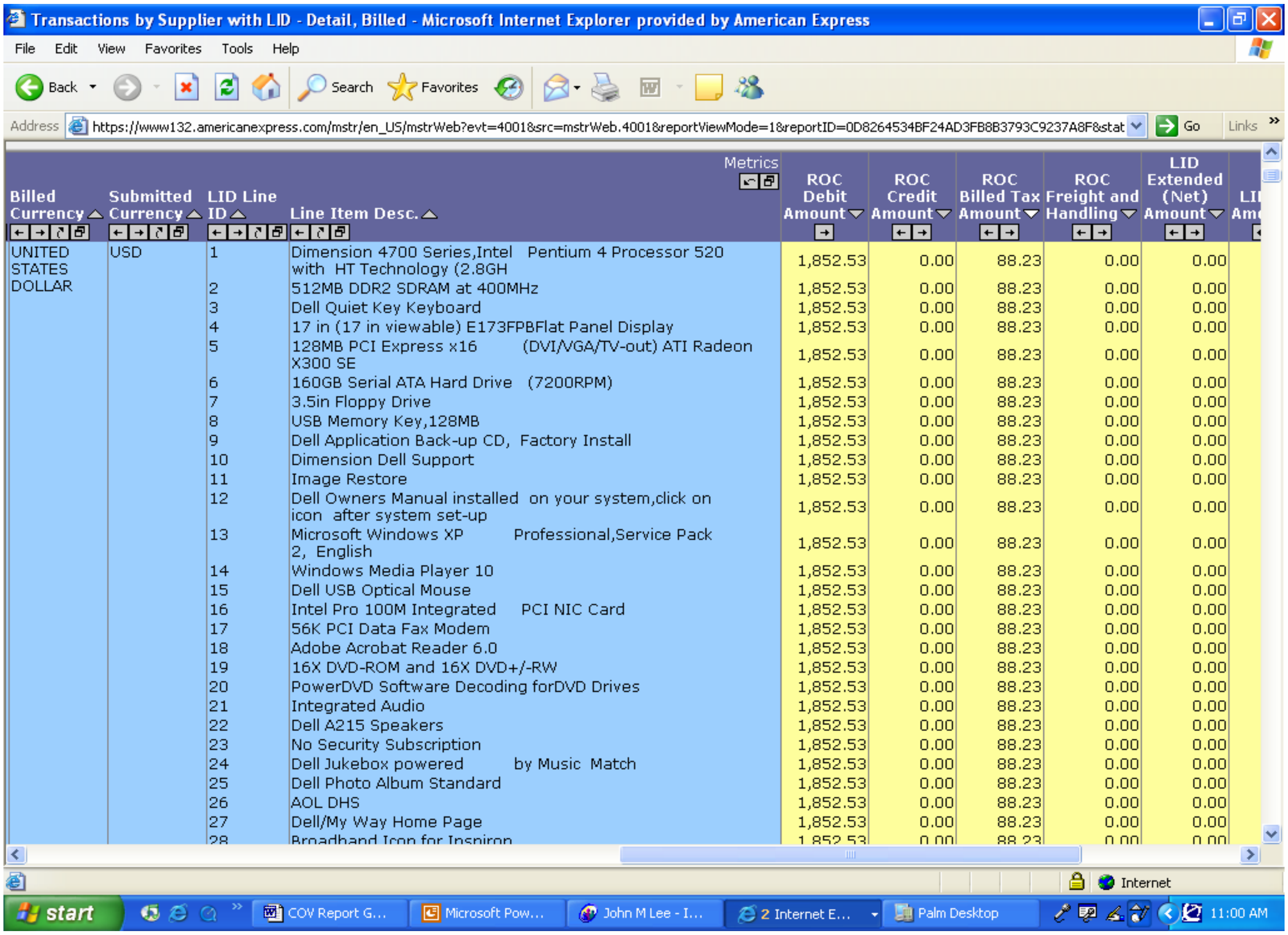


Supplier Name	Bill Month	Supplier Address	Bill Year	Cntl. Acct. Name	Supplier State	Cntl. Acct. No.	Supplier ZIP	Supplier Federal Tax ID	Supplier Ownership Type
Total									
ASSOCIATION OF STATE AND	APRIL	2872 WOODCOCK BLVD #220	2005	DEPARTMENT OF HEALTH	GA	3787-306336-91007	30341	731328414	Non-MWDV & Non-Small Business
VIKING OFFICE 1122	APRIL	5809 LONG CREEK PARK DR	2005	VDOT-BRISTOL	NC	3787-339656-91009	28269-3735	592663954	Non-MWDV & Non-Small Business
				VIRGINIA TECH	NC	3787-316076-91007	28269-3735	592663954	Non-MWDV & Non-Small Business
#1090 BLUEFIELD DAILY	APRIL	928 BLUEFIELD AVE	2005	VA DEPT OF M M & E	WV	3787-303476-91004	24701-2744	0	Non-MWDV & Non-Small Business
005 FISHER SCI CHI	APRIL	1600 GLENLAKE AVE	2005	CRIMINAL JUSTICE SVC	IL	3787-309476-91008	60143-1005	222451761	Non-MWDV & Non-Small Business
				DEPARTMENT OF HEALTH	IL	3787-306336-91007	60143-1005	222451761	Non-MWDV & Non-Small Business

Corporate (Travel) Card and Corporate Purchasing Card (CPC): Template Definition

Title:	**Sales Tax Audit Report**
Description:	This report will allow an agency, university or political subdivision to identify transactions where the supplier has not only charged sales tax but has passed sales tax separate from the transaction amount. Suppliers that have point-of-sale equipment with the capability to pass Level 2 and Level 3 data have the ability to pass sales tax as a separate field. If a supplier does not have the appropriate equipment and they charge sales tax on a transaction, you will not be able to identify this since the sales tax has been included in the total transaction amount. Therefore, an audit of receipts attached by the cardholder must be done in order to obtain thorough analysis of sales tax charged by vendors. **This report provides data for the current month and up to 12 previous months.**
Data Type:	Purchasing Card (CPC)
Report Preparation:	**Step 1: Select the "Shared Reports" folder.** **Step 2: Select the "Transactions by Supplier with/LID Detail" Report.** **Step 3: Select both "Active Cards" and "Canceled Cards"** **Step 4: Select the area of your organization you would like to run the report for. Use the "Drill" feature to select specific areas of your agency (depending on your hierarchy).** **Step 5: Select the time period you would like to run the report for.** **Step 6: Leave the "LID only" attribute selected and remove the "Non-LID only" attribute.** **Step 7: Skip the remaining selections and select "Execute Report".** **Note: This report can be sorted by the ROC Billed tax amount field to identify the transactions where sales tax has been passed. You can then contact those suppliers to attempt to recover the tax paid.**

***An example of this report*:**



Billed Currency	Submitted Currency	LID Line ID	Line Item Desc.	ROC Debit Amount	ROC Credit Amount	ROC Billed Tax Amount	ROC Freight and Handling	LID Extended (Net) Amount	LI Am
UNITED STATES DOLLAR	USD	1	Dimension 4700 Series,Intel Pentium 4 Processor 520 with HT Technology (2.8GH	1,852.53	0.00	88.23	0.00	0.00	
		2	512MB DDR2 SDRAM at 400MHz	1,852.53	0.00	88.23	0.00	0.00	
		3	Dell Quiet Key Keyboard	1,852.53	0.00	88.23	0.00	0.00	
		4	17 in (17 in viewable) E173FPBFlat Panel Display	1,852.53	0.00	88.23	0.00	0.00	
		5	128MB PCI Express x16 (DVI/VGA/TV-out) ATI Radeon X300 SE	1,852.53	0.00	88.23	0.00	0.00	
		6	160GB Serial ATA Hard Drive (7200RPM)	1,852.53	0.00	88.23	0.00	0.00	
		7	3.5in Floppy Drive	1,852.53	0.00	88.23	0.00	0.00	
		8	USB Memory Key,128MB	1,852.53	0.00	88.23	0.00	0.00	
		9	Dell Application Back-up CD, Factory Install	1,852.53	0.00	88.23	0.00	0.00	
		10	Dimension Dell Support	1,852.53	0.00	88.23	0.00	0.00	
		11	Image Restore	1,852.53	0.00	88.23	0.00	0.00	
		12	Dell Owners Manual installed on your system,click on icon after system set-up	1,852.53	0.00	88.23	0.00	0.00	
		13	Microsoft Windows XP Professional,Service Pack 2, English	1,852.53	0.00	88.23	0.00	0.00	
		14	Windows Media Player 10	1,852.53	0.00	88.23	0.00	0.00	
		15	Dell USB Optical Mouse	1,852.53	0.00	88.23	0.00	0.00	
		16	Intel Pro 100M Integrated PCI NIC Card	1,852.53	0.00	88.23	0.00	0.00	
		17	56K PCI Data Fax Modem	1,852.53	0.00	88.23	0.00	0.00	
		18	Adobe Acrobat Reader 6.0	1,852.53	0.00	88.23	0.00	0.00	
		19	16X DVD-ROM and 16X DVD+/-RW	1,852.53	0.00	88.23	0.00	0.00	
		20	PowerDVD Software Decoding forDVD Drives	1,852.53	0.00	88.23	0.00	0.00	
		21	Integrated Audio	1,852.53	0.00	88.23	0.00	0.00	
		22	Dell A215 Speakers	1,852.53	0.00	88.23	0.00	0.00	
		23	No Security Subscription	1,852.53	0.00	88.23	0.00	0.00	
		24	Dell Jukebox powered by Music Match	1,852.53	0.00	88.23	0.00	0.00	
		25	Dell Photo Album Standard	1,852.53	0.00	88.23	0.00	0.00	
		26	AOL DHS	1,852.53	0.00	88.23	0.00	0.00	
		27	Dell/My Way Home Page	1,852.53	0.00	88.23	0.00	0.00	
		28	Broadband Icon for Inspiron	1,852.53	0.00	88.23	0.00	0.00	

Corporate (Travel) Card and Corporate Purchasing Card (CPC): Template Definition

Title: **Spend in Questionable Industries Report**

Description: This report provides an audit of cardmember spend in selected industries that may require further research. For example, a PA could select industries such as jewelry stores, massage parlors etc. to be included on the report for review. This is a great tool for PA's to use to audit for inappropriate uses on both the Travel and Purchase cards.

This report provides data for the current month and up to 26 previous months.

Data Type: Corporate Card (Travel), Corporate Purchasing Card (CPC)

Report Preparation: **Step 1: Select "Create Report".**

Step 2: Select the "Corporate Card and CPC" link.

Step 3: Select the "Create Report - Industry Summary (Select SIC Div/Cd)" option and hit "Next".

Step 4: Select the following attributes;

- **SIC Division**
- **SIC Code**
- **Genesis Major Industry**
- **Cardholder Account Number**
- **Supplier Name**
- **Charge Date**

Step 5: Leave the following default metrics selected;

- **Net billed**
- **# of charges**
- **Avg. Spend Per Charge**

Note: There will be other default metrics already selected. Remove all of the defaults except for the ones listed above.

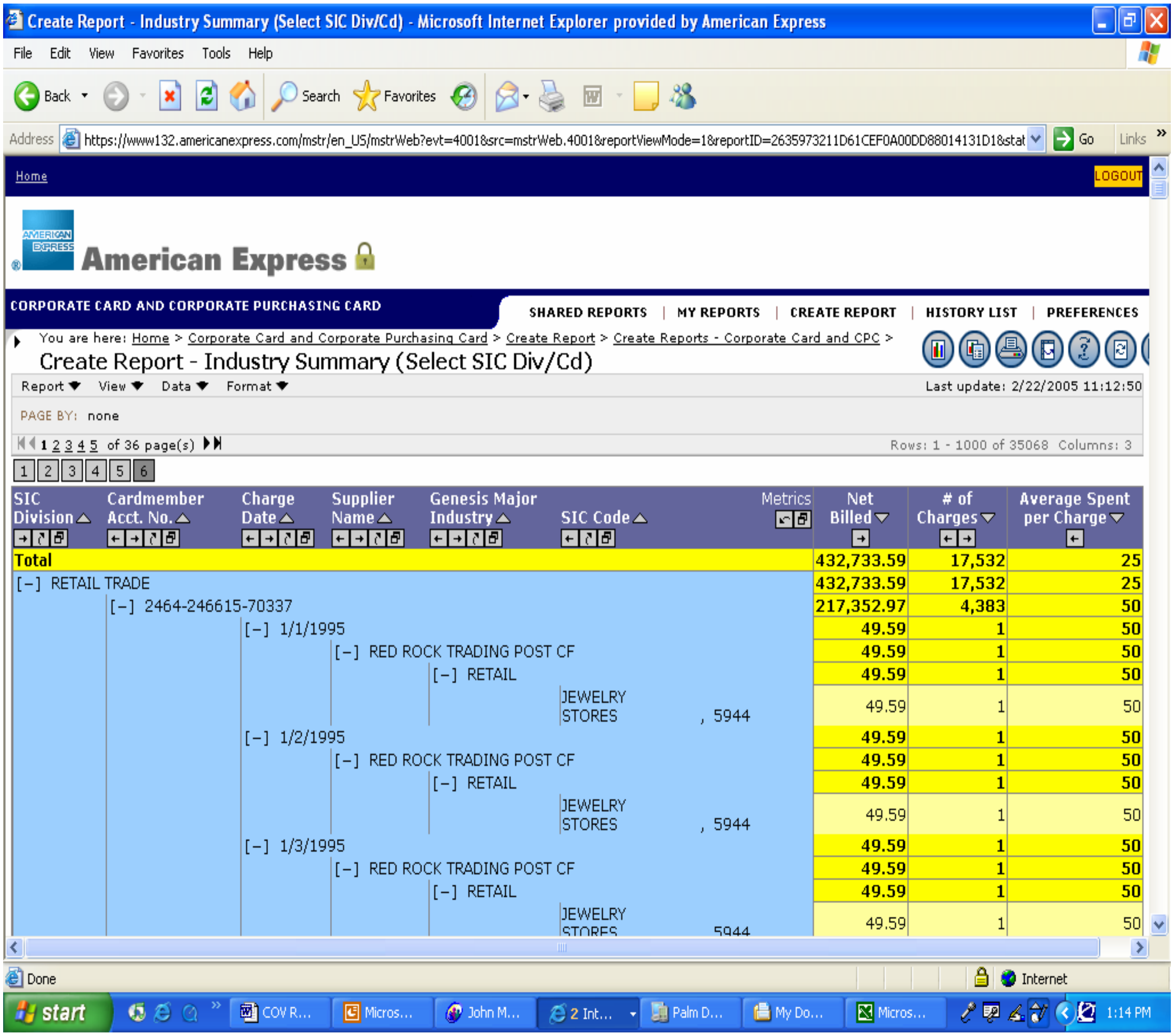
Step 6: Select the area of your organization that you would like included in the report.

Step 7: Select the time period that you would like included in the report. The "Drill" feature can be used here to select certain time periods.

Step 8: Highlight the "Retail Trade" SIC Division selection and hit the "Drill" button. This will display all of the available SIC Divisions under "Retail Trade". You can then scroll through these and select industries that you would like to see spend for. For example, (5921- Liquor Stores, 5944- Jewelry Stores) can be selected. You can repeat this process by selecting other SIC divisions and using the drill feature. For example, you can select Services and drill down to select (7273-Escort Services, 7297-Massage&Counsel).

Step 9: Skip the remaining options and select "Execute Report".

An example of this report:



Corporate Purchasing Card (CPC): Template Definition

Title: **Top Suppliers within Selected SIC Code**

Description: This report provides the top suppliers by spend within the selected SIC Code. This report can be used for supplier spend analysis and allow an agency, university or political subdivision to get better overall visibility to their spend. This data can be used for supplier rationalization and negotiation purposes in identifying agency needs which could possibly warrant agency contracts for better pricing.

This report provides data for the current month and up to 26 previous months.

Data Type: Corporate Purchasing Card (CPC)

Report Preparation: **Step 1: Select the "Create Reports" folder.**

Step 2: Select the "Corporate Card and CPC" link.

Step 3: Select the "Top Suppliers within Selected SIC Code" report and hit the "Next" button.

Step 4: Leave the default attributes and metrics that have been pre-selected.

Step 5: Choose the "Top 10 Suppliers within SIC code" filter.

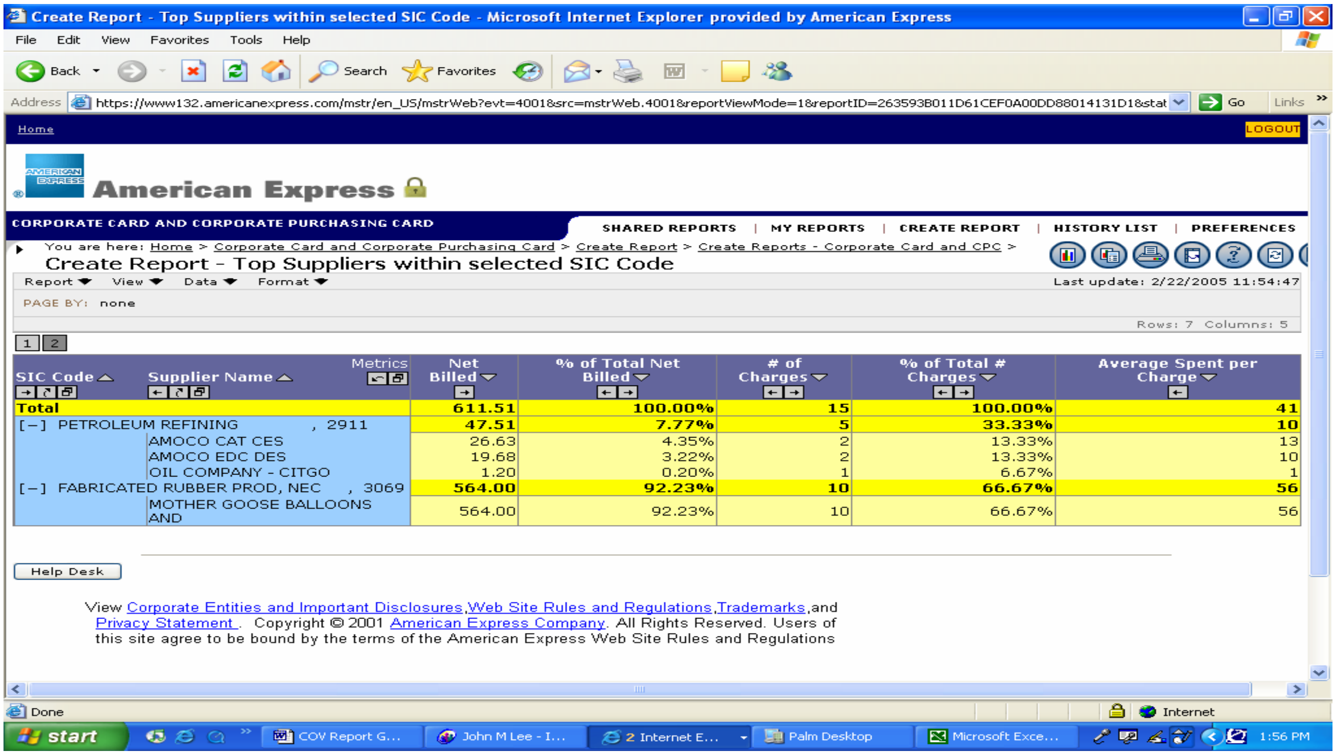
Step 6: Select "Execute Report"

Step 7: Select the area of the organization you would like to run the report for.

Step 8: Select the time period you would like the report run for.

Step 9: Select the SIC codes you want to include in the report. Note: There are 1121 SIC codes to choose from. You can scan the codes by using the arrows at the bottom of the selection box.

An example of this report:



SIC Code	Supplier Name	Net Billed	% of Total Net Billed	# of Charges	% of Total # Charges	Average Spent per Charge
Total		611.51	100.00%	15	100.00%	41
[−] PETROLEUM REFINING , 2911		47.51	7.77%	5	33.33%	10
	AMOCO CAT CES	26.63	4.35%	2	13.33%	13
	AMOCO EDC DES	19.68	3.22%	2	13.33%	10
	OIL COMPANY - CITGO	1.20	0.20%	1	6.67%	1
[−] FABRICATED RUBBER PROD, NEC , 3069		564.00	92.23%	10	66.67%	56
	MOTHER GOOSE BALLOONS AND	564.00	92.23%	10	66.67%	56

Corporate (Travel) Card: Template Definition

Title: **Top Suppliers (CC)**

Description: This report provides the top suppliers by spend across all Genesis industries. It will allow Program Administrators and other personnel to analyze their T&E spend, move spend to preferred suppliers and negotiate better terms/pricing.

This report provides data for the current month and up to 26 previous months.

Data Type: Corporate (Travel) Card

Report Preparation: **Step 1: Select the "Shared Reports" folder.**

Step 2: Select the "Supplier Mgmt (CC)" folder.

Step 3: Select the Top Suppliers (CC) report.

Step 4: Select the number of suppliers you would like included in the report (i.e. Top 25 suppliers) and hit "Execute Report".

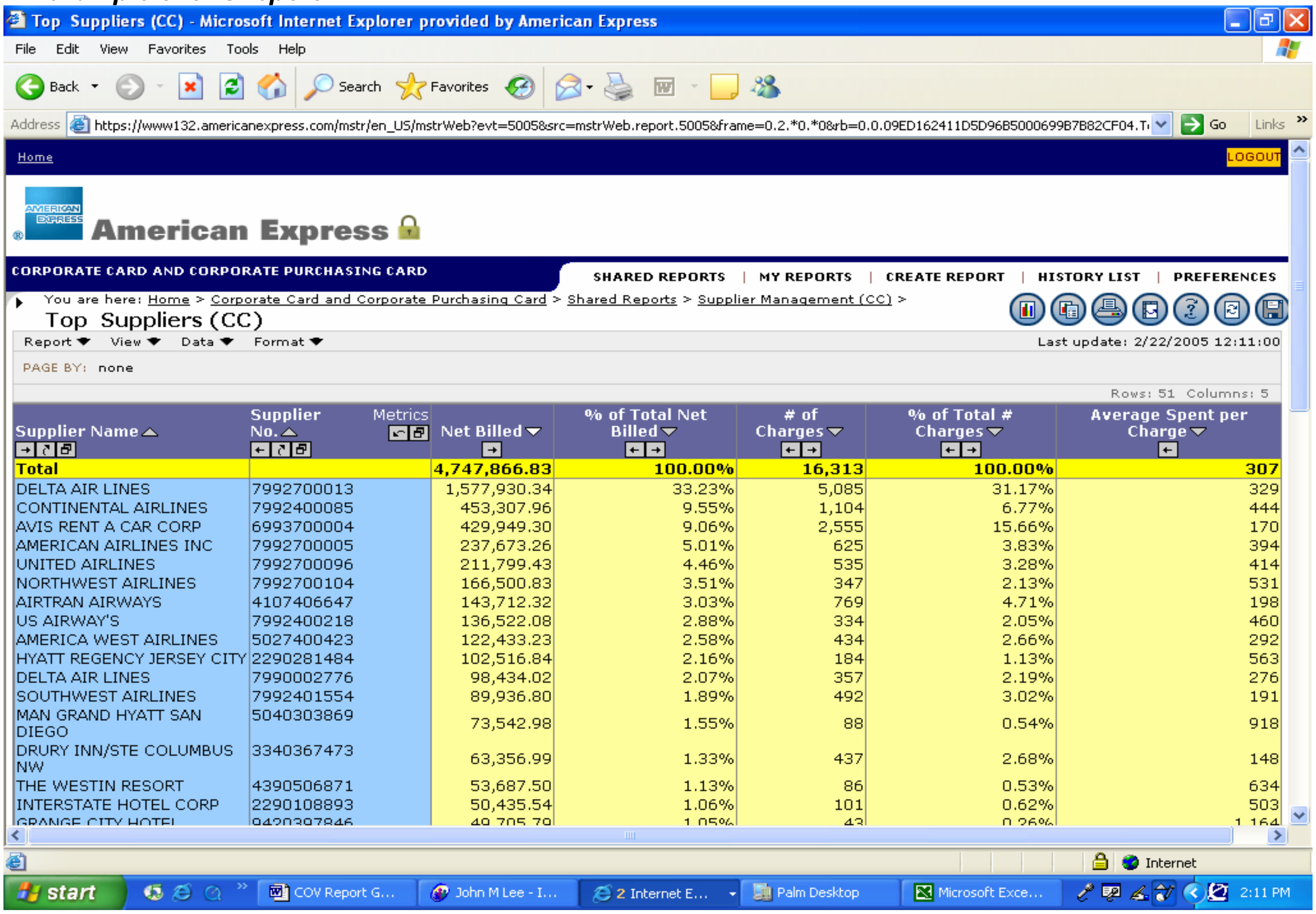
Step 5: Select the area of the organization you would like included in the report.

Step 6: Select the time period that you would like included in the report.

Step 7: Select the industry types to be included in the report (i.e. Lodging, Air, Auto Rental). Note: There are 18 industry types to choose from.

Step 8: Select "Execute Report"

An example of this report:



Supplier Name	Supplier No.	Net Billed	% of Total Net Billed	# of Charges	% of Total # Charges	Average Spent per Charge
Total		**4,747,866.83**	**100.00%**	**16,313**	**100.00%**	**307**
DELTA AIR LINES	7992700013	1,577,930.34	33.23%	5,085	31.17%	329
CONTINENTAL AIRLINES	7992400085	453,307.96	9.55%	1,104	6.77%	444
AVIS RENT A CAR CORP	6993700004	429,949.30	9.06%	2,555	15.66%	170
AMERICAN AIRLINES INC	7992700005	237,673.26	5.01%	625	3.83%	394
UNITED AIRLINES	7992700096	211,799.43	4.46%	535	3.28%	414
NORTHWEST AIRLINES	7992700104	166,500.83	3.51%	347	2.13%	531
AIRTRAN AIRWAYS	4107406647	143,712.32	3.03%	769	4.71%	198
US AIRWAY'S	7992400218	136,522.08	2.88%	334	2.05%	460
AMERICA WEST AIRLINES	5027400423	122,433.23	2.58%	434	2.66%	292
HYATT REGENCY JERSEY CITY	2290281484	102,516.84	2.16%	184	1.13%	563
DELTA AIR LINES	7990002776	98,434.02	2.07%	357	2.19%	276
SOUTHWEST AIRLINES	7992401554	89,936.80	1.89%	492	3.02%	191
MAN GRAND HYATT SAN DIEGO	5040303869	73,542.98	1.55%	88	0.54%	918
DRURY INN/STE COLUMBUS NW	3340367473	63,356.99	1.33%	437	2.68%	148
THE WESTIN RESORT	4390506871	53,687.50	1.13%	86	0.53%	634
INTERSTATE HOTEL CORP	2290108893	50,435.54	1.06%	101	0.62%	503
GRANGE CITY HOTEL	0420307846	49,705.79	1.05%	43	0.26%	1,164

Corporate (Travel) Card and Corporate Purchasing Card (CPC): Template Definition

Title: **Address Listing Report (w/ Universal ID)**

Description: This report will provide PA's the ability to verify cardholder address information, cost center field and view the universal ID field to determine if it is populated correctly. Per the CAPP Topic 20355, all cards must have the agency number in the universal field. This report is a great audit tool to verify that your cardholder's address is correct if they don't receive their paper bill.

This report provides current data for the date that the report is created.

Report Hierarchy: Program Management- Detail

Data Type: Corporate (Travel) Card, Corporate Purchasing Card (CPC)

Report Preparation: **Step 1: Select the "Shared Reports" folder.**

Step 2: Select the "Program Management Detail" folder.

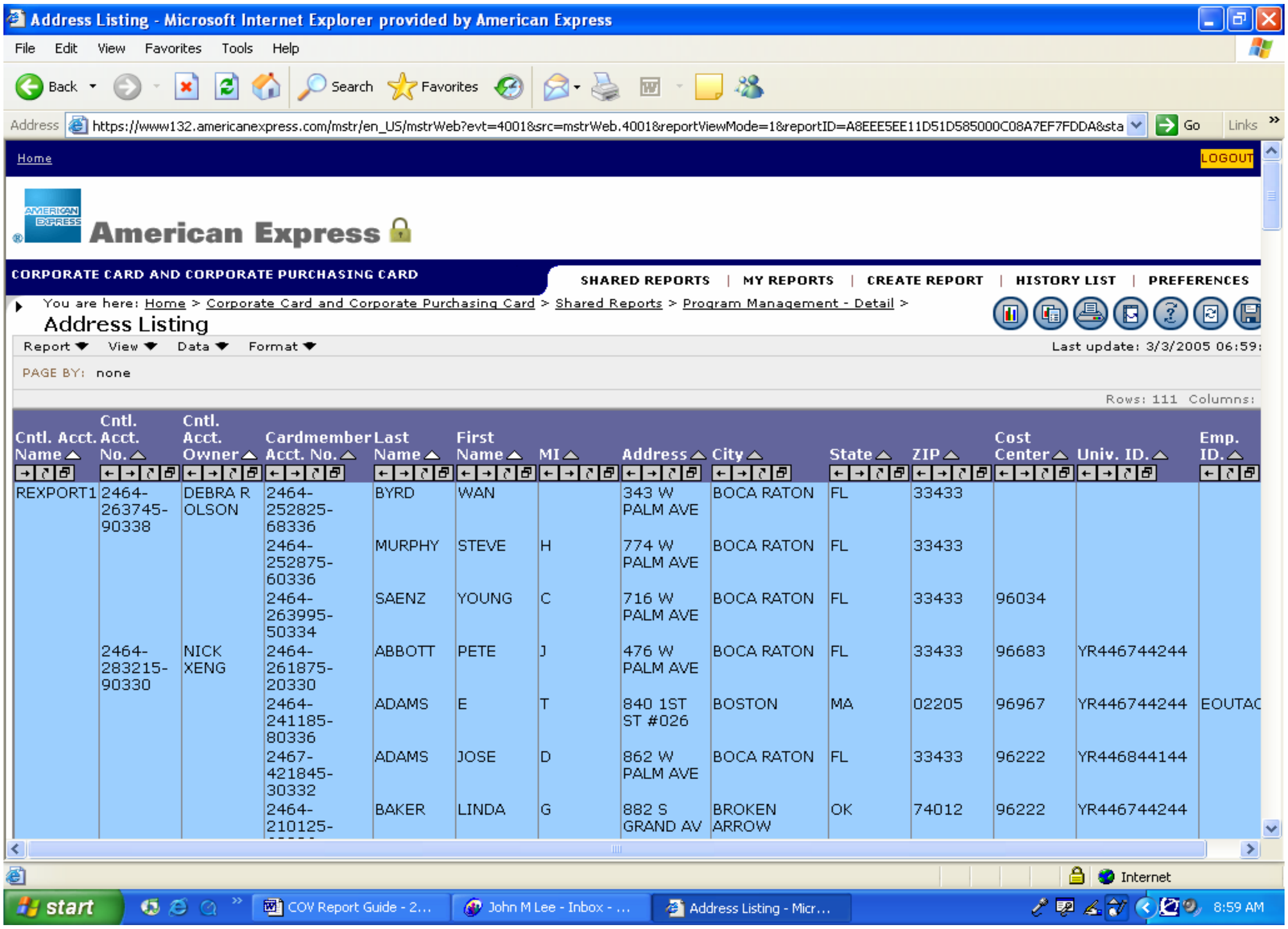
Step 3: Select the "Address Listing Report".

Step 4: Select the "Active Accounts" using the add to selections functionality.

Step 5: Select the card program that you would like the report run for.

Step 6: Skip the remaining selections and select "Execute Report". The report will be placed in your history list and can be viewed once the query has completed.

An example of this report:



Cntl. Acct. Name	Cntl. Acct. No.	Cntl. Acct. Owner	Cardmember Acct. No.	Last Name	First Name	MI	Address	City	State	ZIP	Cost Center	Univ. ID.	Emp. ID.
REXPORT1	2464-263745-90338	DEBRA R OLSON	2464-252825-68336	BYRD	WAN		343 W PALM AVE	BOCA RATON	FL	33433			
			2464-252875-60336	MURPHY	STEVE	H	774 W PALM AVE	BOCA RATON	FL	33433			
			2464-263995-50334	SAENZ	YOUNG	C	716 W PALM AVE	BOCA RATON	FL	33433	96034		
	2464-283215-90330	NICK XENG	2464-261875-20330	ABBOTT	PETE	J	476 W PALM AVE	BOCA RATON	FL	33433	96683	YR446744244	
			2464-241185-80336	ADAMS	E	T	840 1ST ST #026	BOSTON	MA	02205	96967	YR446744244	EOUTAC
			2467-421845-30332	ADAMS	JOSE	D	862 W PALM AVE	BOCA RATON	FL	33433	96222	YR446844144	
			2464-210125-	BAKER	LINDA	G	882 S GRAND AV	BROKEN ARROW	OK	74012	96222	YR446744244	

Corporate (Travel) Card: Template Definition

Title: **Delinquency Report for Travel**

Description: This report will provide PA's a report which will identify past due cardholder balances and address those accounts accordingly. This report will provide a snap shot of which of your cardholders have not paid their bills per their Employee Agreement. PA's should notify them to pay their bill in full or they have the chance of their card being cancelled. Agencies should not have any cards with balances over 30 days. Travel cards with balances over 45 days past due are automatically suspended by AMEX.

This report will provide data for the current date and up to 120 previous days.

Report Hierarchy: Program Management- Detail

Data Type: Corporate (Travel) Card

Report Preparation: **Step 1: Select the "Shared Reports" Folder**

Step 2: Select the "Program Management- Detail" Folder

Step 3: Select the "Aging Balances (CM)- Interim report

Step 4: Select both the "Active Account" and "Cancelled Account" attributes using the add to selection feature.

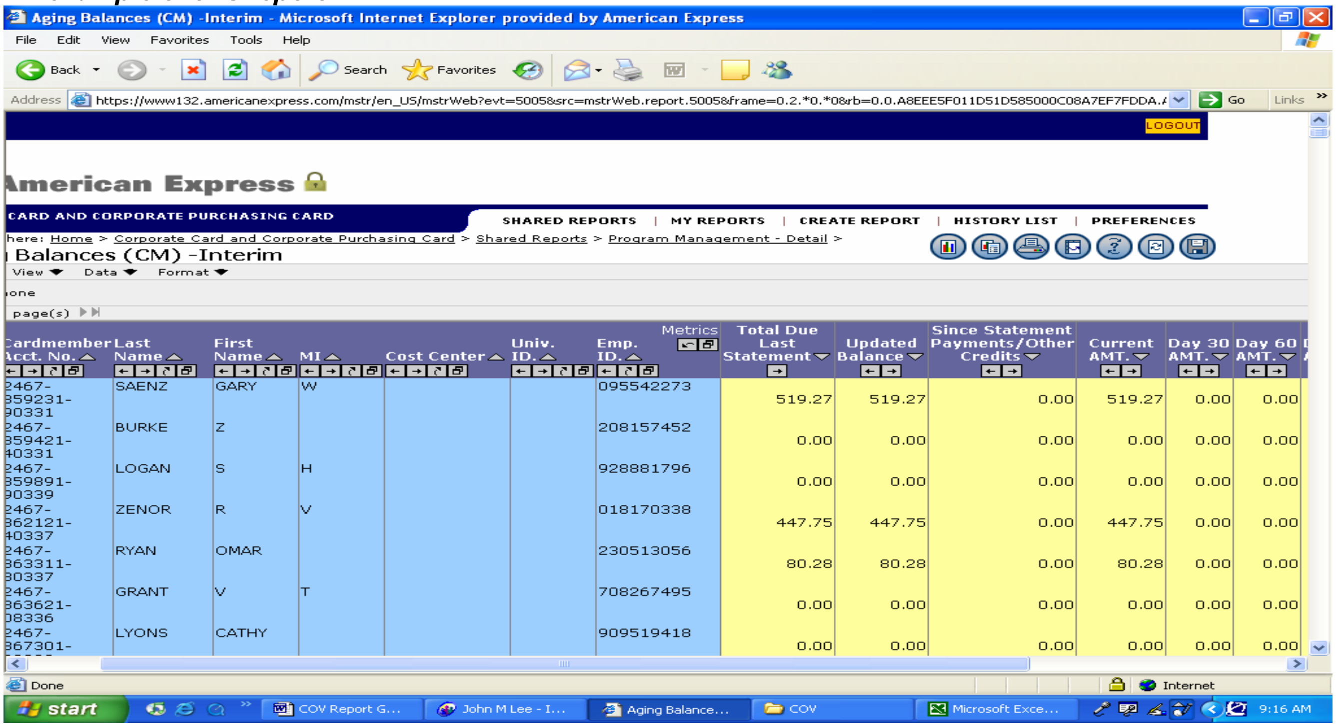
Step 5: Select your corporate card program ICA using the add to selection feature.

Step 6: Select the following metrics using the add to selection feature.

- **Current**
- **30 days**
- **60 days**
- **90 days**
- **120+ days**

Step 7: Skip the remaining steps and select the "Execute Report" feature.

An example of this report:



Aging Balances (CM) -Interim - Microsoft Internet Explorer provided by American Express

https://www132.americanexpress.com/mstr/en_US/mstrWeb?evt=5005&src=mstrWeb.report.5005&frame=0.2.*0.*0&rb=0.0.A8EEE5F011D51D585000C08A7EF7FDDA.

American Express

CARD AND CORPORATE PURCHASING CARD

SHARED REPORTS | MY REPORTS | CREATE REPORT | HISTORY LIST | PREFERENCES

here: Home > Corporate Card and Corporate Purchasing Card > Shared Reports > Program Management - Detail >

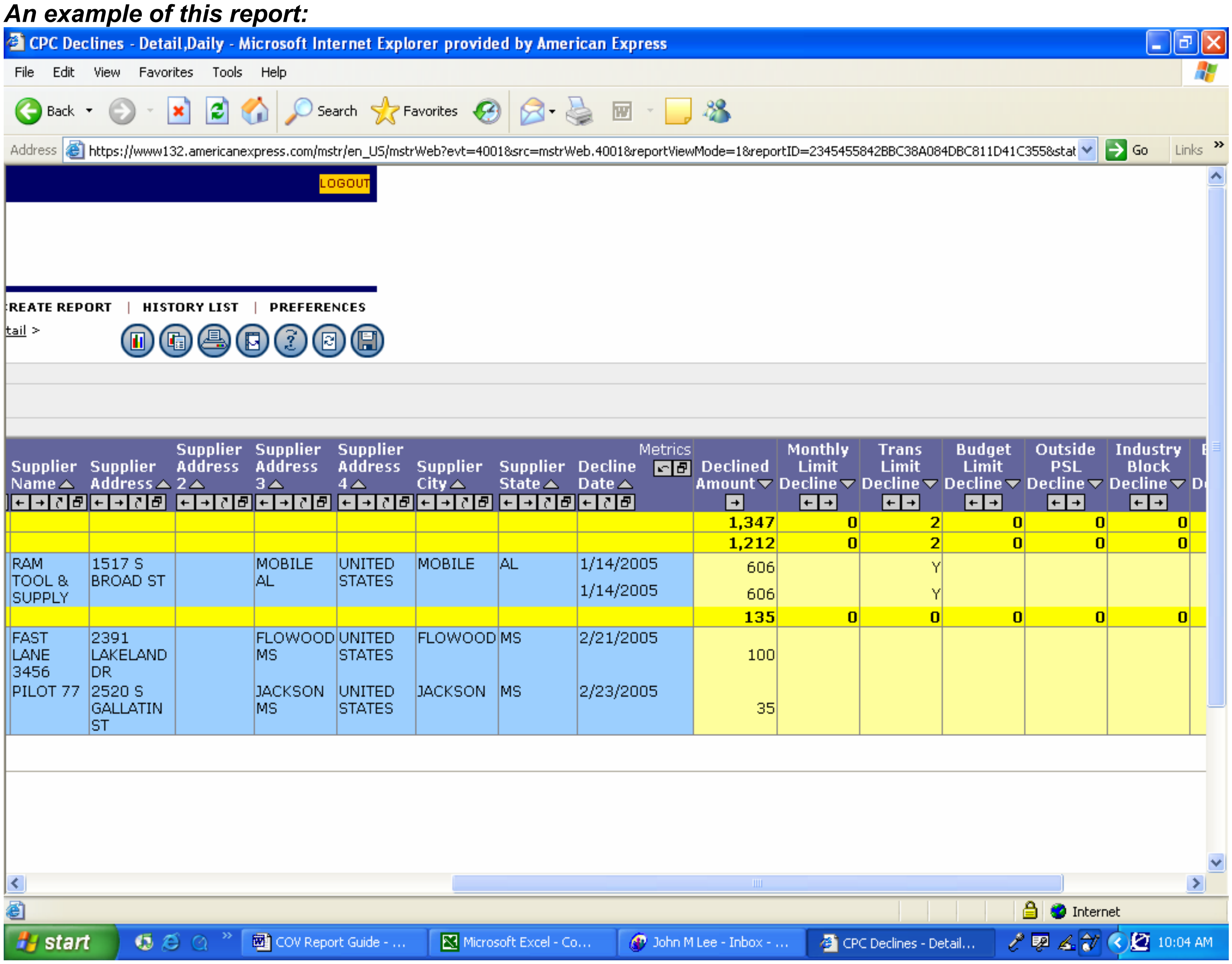
Balances (CM) -Interim

Cardmember Acct. No.	Last Name	First Name	MI	Cost Center	Univ. ID.	Emp. ID.	Total Due Last Statement	Updated Balance	Since Statement Payments/Other Credits	Current AMT.	Day 30 AMT.	Day 60 AMT.
2467-359231-90331	SAENZ	GARY	W			095542273	519.27	519.27	0.00	519.27	0.00	0.00
2467-359421-40331	BURKE	Z				208157452	0.00	0.00	0.00	0.00	0.00	0.00
2467-359891-90339	LOGAN	S	H			928881796	0.00	0.00	0.00	0.00	0.00	0.00
2467-362121-40337	ZENOR	R	V			018170338	447.75	447.75	0.00	447.75	0.00	0.00
2467-363311-30337	RYAN	OMAR				230513056	80.28	80.28	0.00	80.28	0.00	0.00
2467-363621-08336	GRANT	V	T			708267495	0.00	0.00	0.00	0.00	0.00	0.00
2467-367301-	LYONS	CATHY				909519418	0.00	0.00	0.00	0.00	0.00	0.00

Corporate Purchasing Card (CPC): Template Definition

Title:	**CPC Declines, Daily**
Description:	This report will allow PA's to review cardholder declines in multiple categories. The PA will be able to identify decline patterns based on spending activity as well as the reason for the decline, by limit amount or industry restriction. **This report will show data for the current day and up to 59 previous days.**
Report Hierarchy:	Program Management- Detail
Data Type:	Corporate Purchasing Card (CPC)
Report Preparation:	**Step 1: Select the "Shared Reports" Folder** **Step 2: Select the "Program Management- Detail" Folder** **Step 3: Select the "CPC Declines Detail,Daily" report.** **Step 4: Select "Active Account" as the cardmember status using the add to selection feature.** **Step 5: Select your purchasing card program to run the report using the add to selection feature.** **Step 6: Use the "Drill to Month" feature to and select the specific month(s) that you would like to run the report for.** **Step 7: Skip the remaining steps and select the "Execute Report" feature.**

An example of this report:



AMERICAN EXPRESS Corporate Services

Corporate (Travel) Card and Corporate Purchasing Card (CPC): Template Definition

Title: **Spend by Tax ID Report (1099 Type Report)**

Description: This report helps clients identify the amount of spending incurred at unincorporated businesses (sole proprietorships, partnerships). It is sorted by businesses whose assigned SIC-Standard Industry Code identifies whether they provide services or non-services. Objective: Federal law requires businesses to file information returns on IRS form 1099 for each unincorporated vendor to whom payments are made to that are more than $600 for: rent, services, prizes and awards, other income payments, and medical/health payments during a taxable year period. This report can be used by the client to facilitate 1099 preparation and filing. For more information, contact your Tax advisor directly.

This report shows data for the current month and up to 12 previous months.

Report Hierarchy: Create Report- CPC and Corporate Card

Data Type: Corporate (Travel) Card and Corporate Purchasing Card (CPC)

Report Preparation: **Step 1: Select the "Create Reports" folder.**

Step 2: Select the "Corporate Card and CPC" link.

Step 3: Select the "Create Report- Account Detail Billed" report.

Step 4: Select the following attributes for the report;

- **Supplier Name**
- **Supplier Address**
- **Supplier City**
- **Supplier Zip**
- **Supplier Federal Tax ID Number**
- **Supplier Legal Status**
- **Supplier Ownership Type**
- **Control Account Name**
- **Control Account Number**
- **Note: There will be pre-selected attributes that you will have to unselect using the add to selection feature.**

Step 5: Select the following metrics;

- **Debit Amount**
- **Credit Amount**
- **Billed Tax Amount**

Step 6: Select both "Active Account" and "Cancelled Account" as your cardmember status.

Step 7: Select your corporate card program and purchasing card program to run the report for.

Step 8: Use the "Drill Feature" to select the timeframe you would included in the report.

Step 9: Skip the remaining steps and select "Execute Report".

Note: This report can be exported and sorted by the ownership type that you need for the report. This process is discussed after the example of this report below.

An example of this report:

Create Report - Account Detail (CM)- Billed - Microsoft Internet Explorer provided by American Express

CORPORATE CARD AND CORPORATE PURCHASING CARD | SHARED REPORTS | MY REPORTS | CREATE REPORT | HISTORY LIST | PREFERENCES

You are here: Home > Corporate Card and Corporate Purchasing Card > Create Report > Create Reports - Corporate Card and CPC >

Create Report - Account Detail (CM)- Billed

PAGE BY: none

1 2 3 of 3 page(s)

Supplier Name	Supplier City	Supplier Address	Supplier Corporate Legal Status	Supplier Federal Tax ID	Supplier Ownership Type	Supplier State	Supplier ZIP	Cntl. Acct. Name	Cntl. Acct. No.
PARTY CITY OF ATLANTA	DULUTH	5900 STATE BRIDGE RD	C	581969530	Non-MWDV & Non-Small Business	GA	30097-6437	REXPORT1	2468-432781-00330
									2468-438421-50335
PARTY CITY OWINGSMILLS/	OWINGS MILLS	10385 REISTERSTOWN RD	C	521831552	Non-MWDV & Non-Small Business	MD	21117-3617	REXPORT1	2468-438421-50335
PARTYLAND	PHOENIX	4722 E RAY RD		0	Non-MWDV & Non-Small Business	AZ	85044-6226	REXPORT1	2464-283215-90330
PASCHAL'S	ATLANTA	SPACE A-F09	C	582119910	Non-MWDV & Non-Small Business	GA	30320	REXPORT1	2468-438421-50335
		SPACE ATR-F01	C	582119910	Non-MWDV & Non-Small Business	GA	30337	REXPORT1	2468-438421-50335
PASSPORT & VISA EXPERTS	DALLAS	11520 N CENTRAL EXPY	S	457550243	Classified Small Business	TX	75243-6605	REXPORT1	2468-438421-50335
PASTABILITIES	FT LAUDERDALE	201 S FT LAUDRDLE BCH BLV	C	650948406	Classified Small	FL	33316-1507	REXPORT1	2468-438421-50335

Corporate (Travel Card and Corporate Purchasing Card (CPC): Template Definition

Title: **Enrolled in MYCA**

Description: This report will allow PA's to identify cardholders that are currently enrolled in Manage Your Card Account (MYCA). MYCA allows your cardholders to view their statement online and to receive valuable email alerts regarding activity on their account. You can use this report to target cardholders who are not enrolled in MYCA to attempt to initiate their enrollment.

This report shows current data for the date that the report is created.

Report Hierarchy: Create Report- Address Listing

Data Type: Corporate Card and Corporate Purchasing Card

Report Preparation: **Step 1: Select the "Create Reports" folder.**

Step 2: Select the "Create Reports- Corporate Card and CPC" link.

Step 3: Select the "Create Report- Address Listing" report and hit the next icon.

Step 4: Unselect the following attributes:

- **Control Acct Name**
- **Control Acct Number**
- **Control Acct Owner**

Step 5: Select the following attributes:

- **Date Enrolled in MYCA**
- **Enrolled in MYCA**

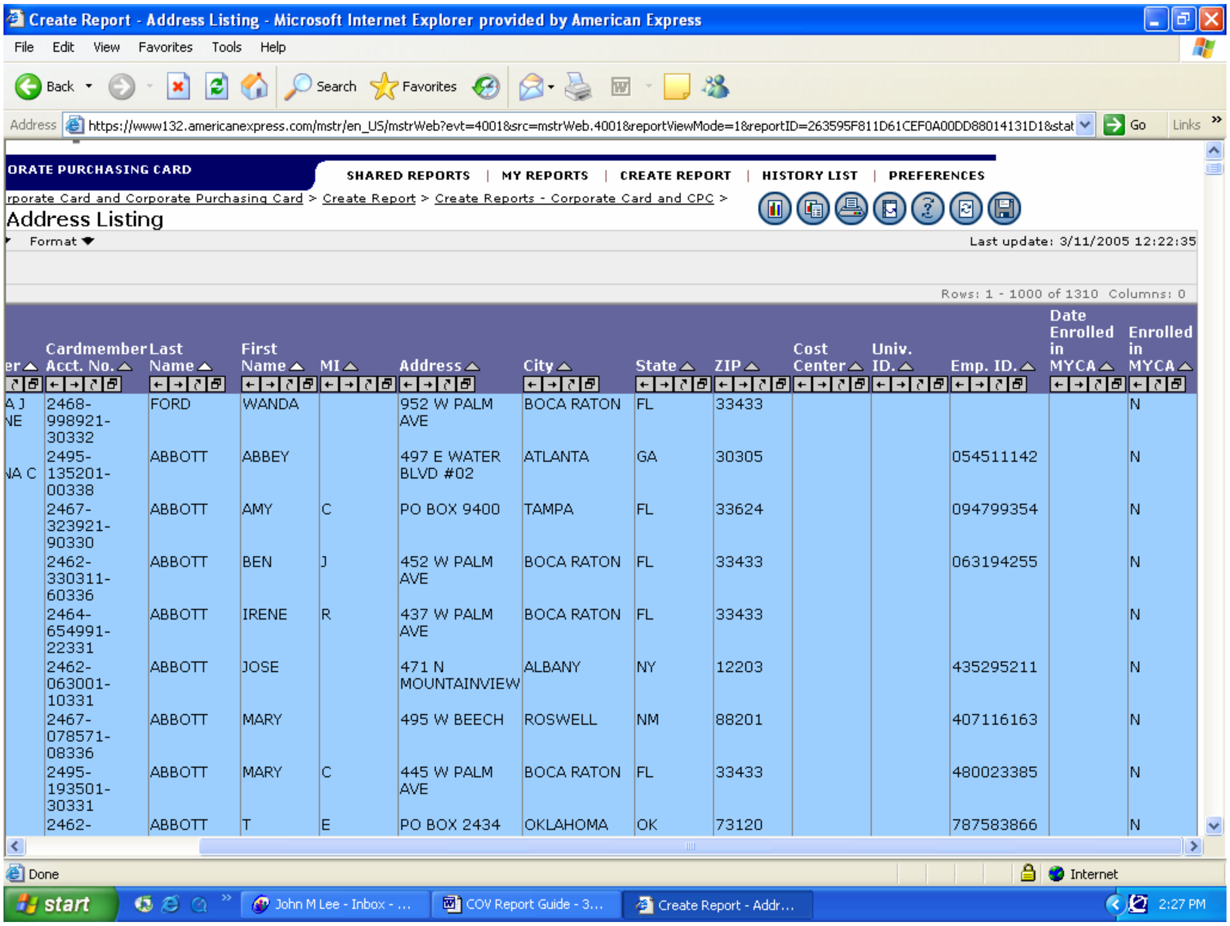
Step 6: Select "Active Account" as the cardmember status.

Step 7: Select the level in your control account to report for.

Step 8: Skip the remaining steps and select execute report.

Note: You may see cardmembers that have a date enrolled in MYCA with a status of "No" for an enrolled in MYCA status. This will occur if a cardmember enrolled in MYCA but their enrollment has expired due to inactivity. An enrollment will typically expire if there is no activity for 3 months.

An example of this report:

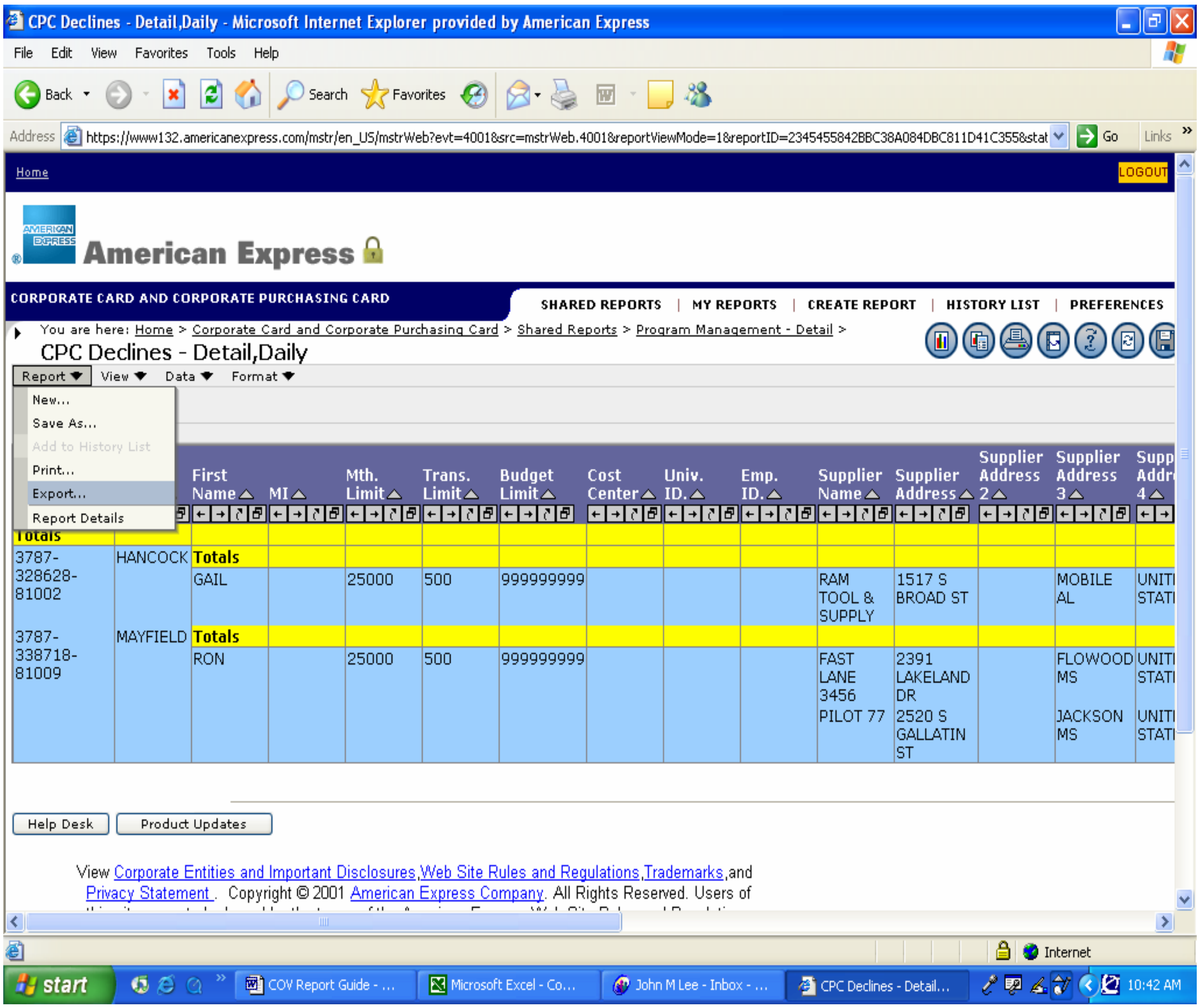


er	Cardmember Acct. No.	Last Name	First Name	MI	Address	City	State	ZIP	Cost Center	Univ. ID.	Emp. ID.	Date Enrolled in MYCA	Enrolled in MYCA
A J NE	2468-998921-30332	FORD	WANDA		952 W PALM AVE	BOCA RATON	FL	33433					N
IA C	2495-135201-00338	ABBOTT	ABBEY		497 E WATER BLVD #02	ATLANTA	GA	30305			054511142		N
	2467-323921-90330	ABBOTT	AMY	C	PO BOX 9400	TAMPA	FL	33624			094799354		N
	2462-330311-60336	ABBOTT	BEN	J	452 W PALM AVE	BOCA RATON	FL	33433			063194255		N
	2464-654991-22331	ABBOTT	IRENE	R	437 W PALM AVE	BOCA RATON	FL	33433					N
	2462-063001-10331	ABBOTT	JOSE		471 N MOUNTAINVIEW	ALBANY	NY	12203			435295211		N
	2467-078571-08336	ABBOTT	MARY		495 W BEECH	ROSWELL	NM	88201			407116163		N
	2495-193501-30331	ABBOTT	MARY	C	445 W PALM AVE	BOCA RATON	FL	33433			480023385		N
	2462-	ABBOTT	T	E	PO BOX 2434	OKLAHOMA	OK	73120			787583866		N

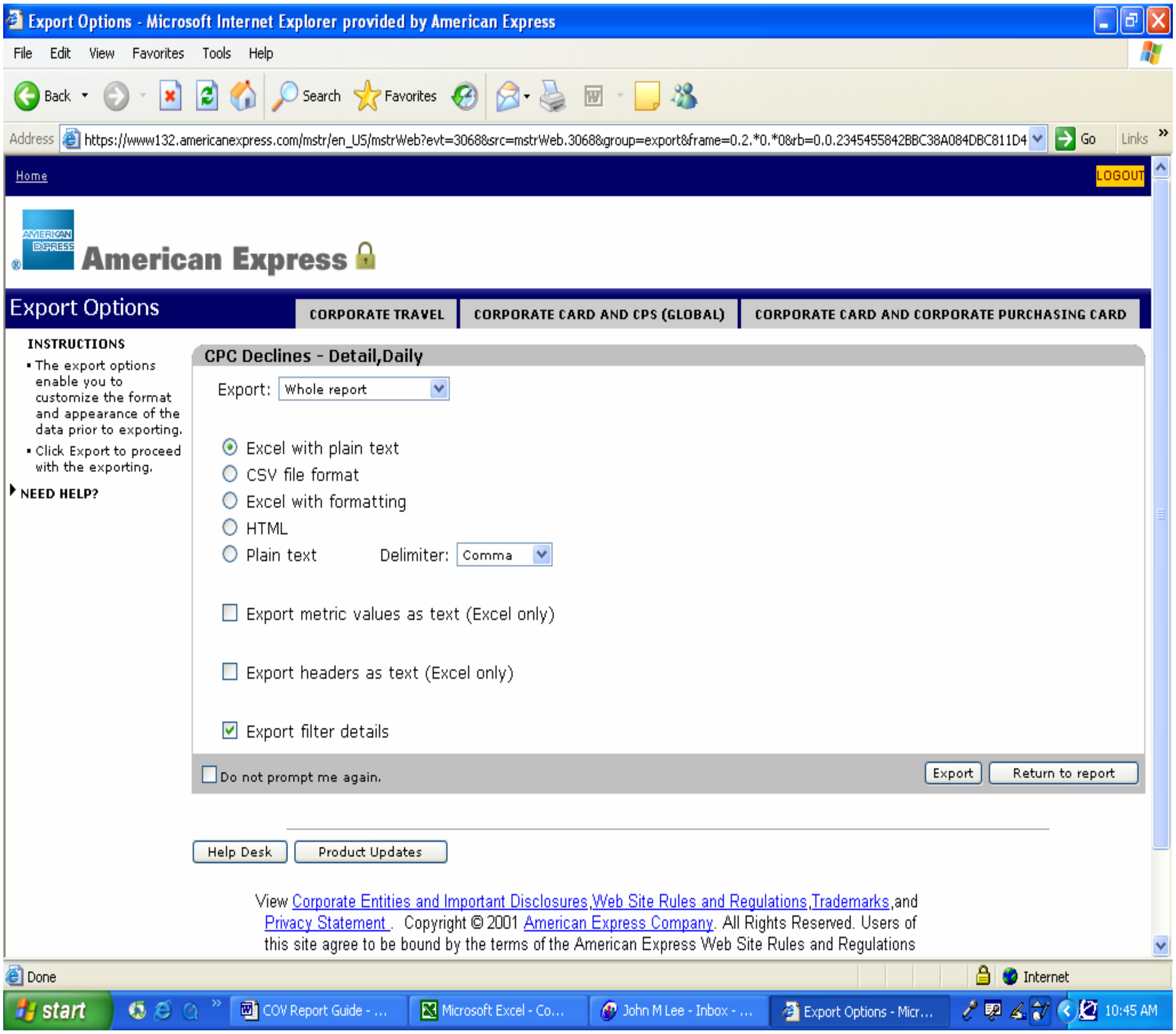
Report Export Process:

All reports that are created in the enhanced reporting tool can be exported in a variety of formats. This will allow you to sort and manipulate the reports further to better fit your needs. We will take a look at some screen shots here to show you each step in the export process.

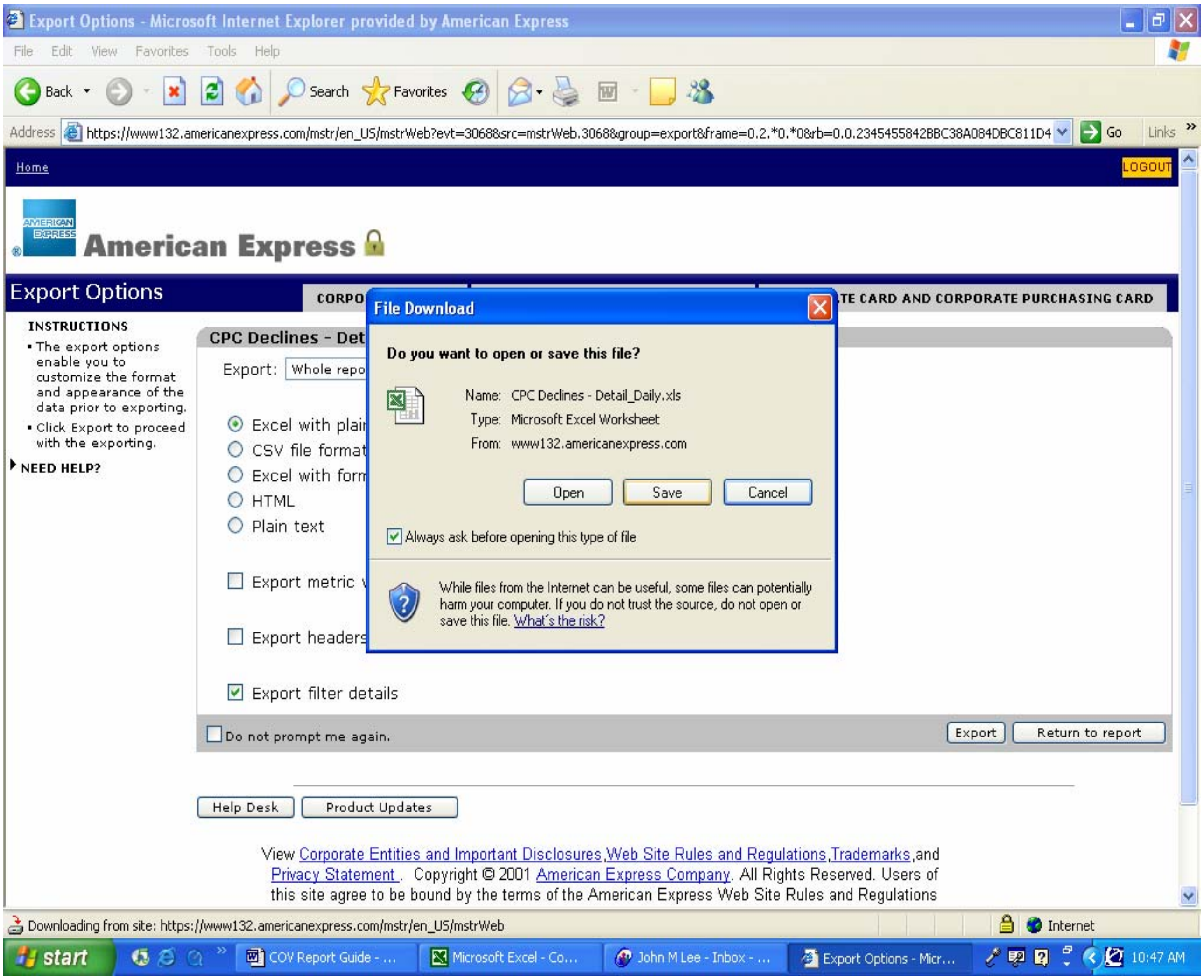
Step 1: Select the export feature on a report that is being viewed. The export option can be accessed on the left hand side under the report menu as shown below:



<u>Report Export Process Step 2:</u> Select the format that you would like to export in. In this example, we will choose excel with plain text.



<u>Report Export Process Step 3:</u> Select the "Export" feature. You will be asked to either open the report or save it to a folder on your desktop. In this example, we will choose the save to a folder option. **Note: On the screen below you will notice an "Export filter details" box. If you check this option, your exported report will include the date range and other filter details for your report. This option is useful if you want to identify the specific timeframe for your report.**



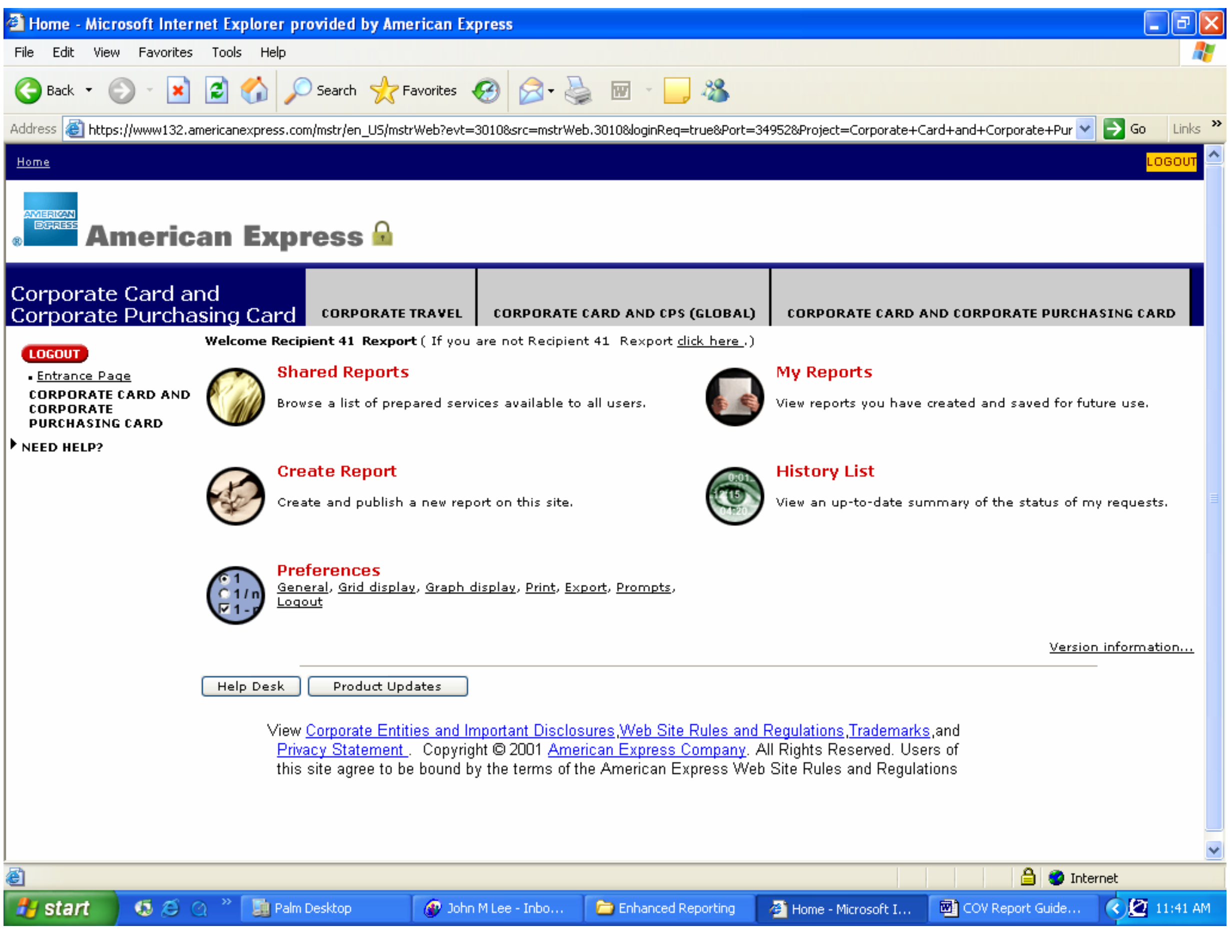
<u>Report Export Process Step 4:</u> Open the report from the location where it was saved and perform your edits/sorts as needed.

Saving Reports into the **My Reports** folder:

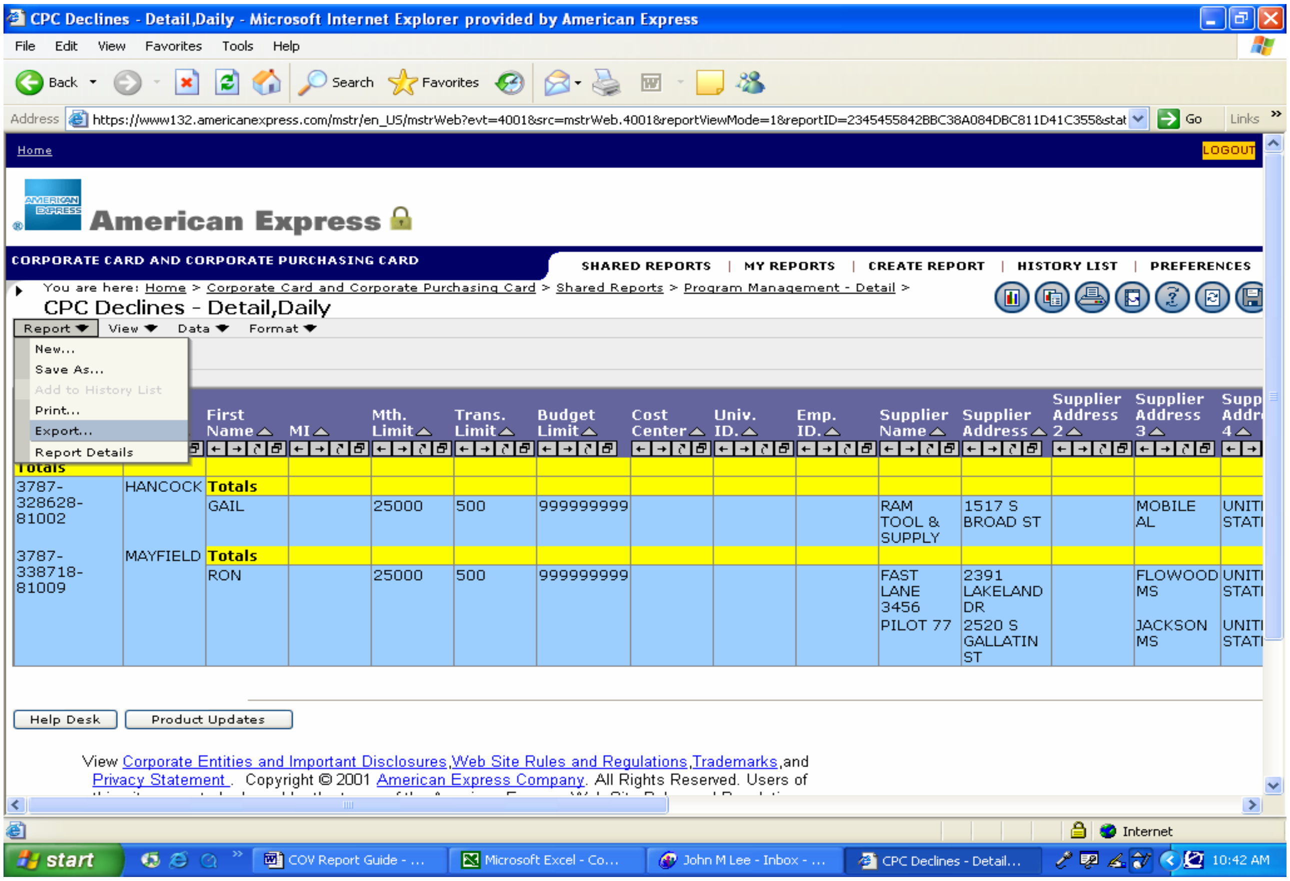
You will have the ability to save the reports listed in this guide into the My Reports folder to be run on a regular basis. The My Reports folder is listed on the main screen of the enhanced reporting tool and will allow you create a report folder and rename reports that you have completed. Once you have saved and named a report, you can manually re-prompt the report for different timeframes as needed.

Note: By the 3rd quarter of 2005 will be adding functionality that will allow you automatically schedule your saved reports to run on a monthly basis. We will also be adding functionality that will allow you to share report templates that you have created with other agencies, universities and political subdivisions so that they do not have to recreate templates for useful reports. We will provide you with an updated reporting guide once this enhancement is in place.

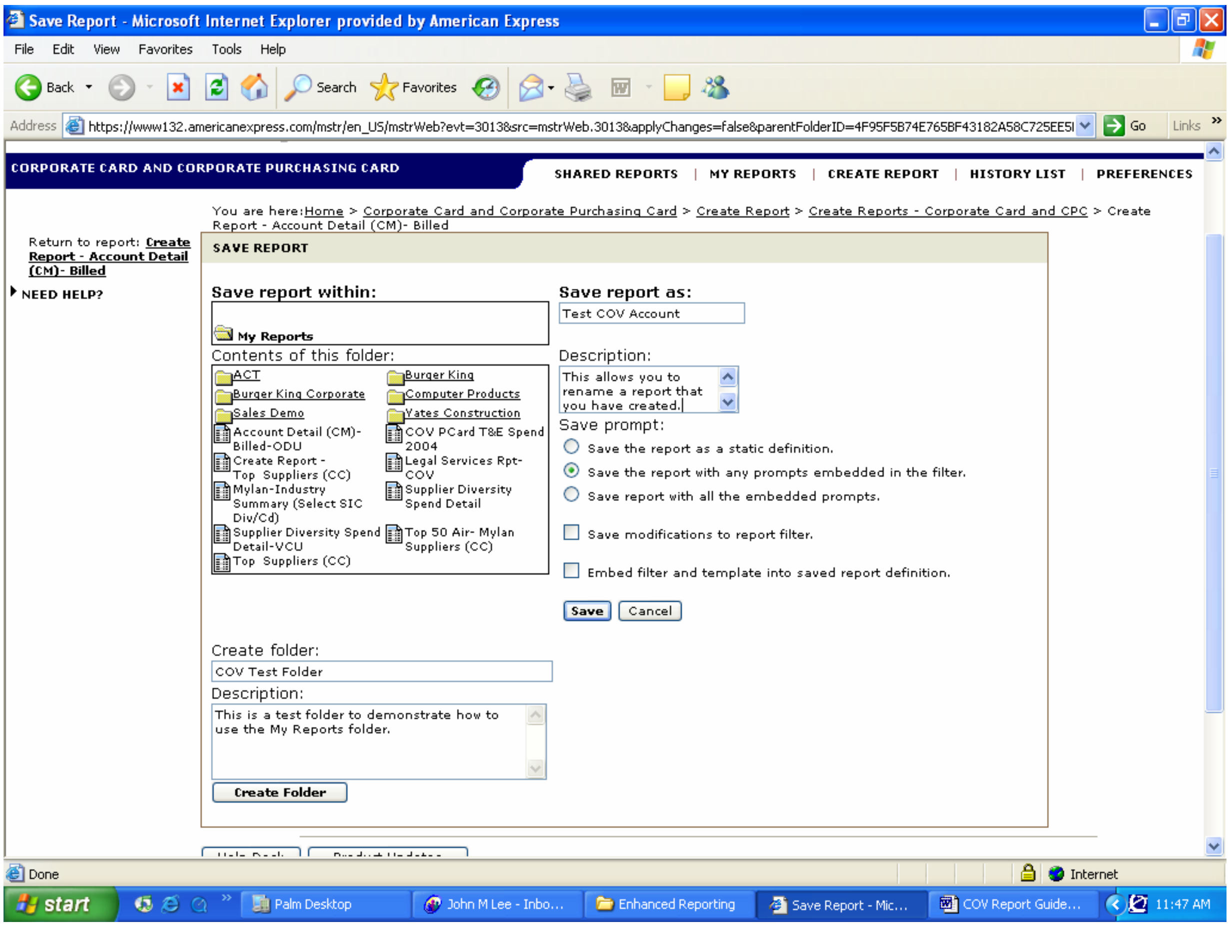
An example of the main enhanced reporting screen is shown below:



Once you have accessed a report from the History List, you will have two methods available to save the report. You can access the "Save As" feature from a drop down list or you can select the "Save" icon on the top of the report. This screen is shown below. The drop down list option is on the left of the screen and the save icon is on the upper right of the screen.



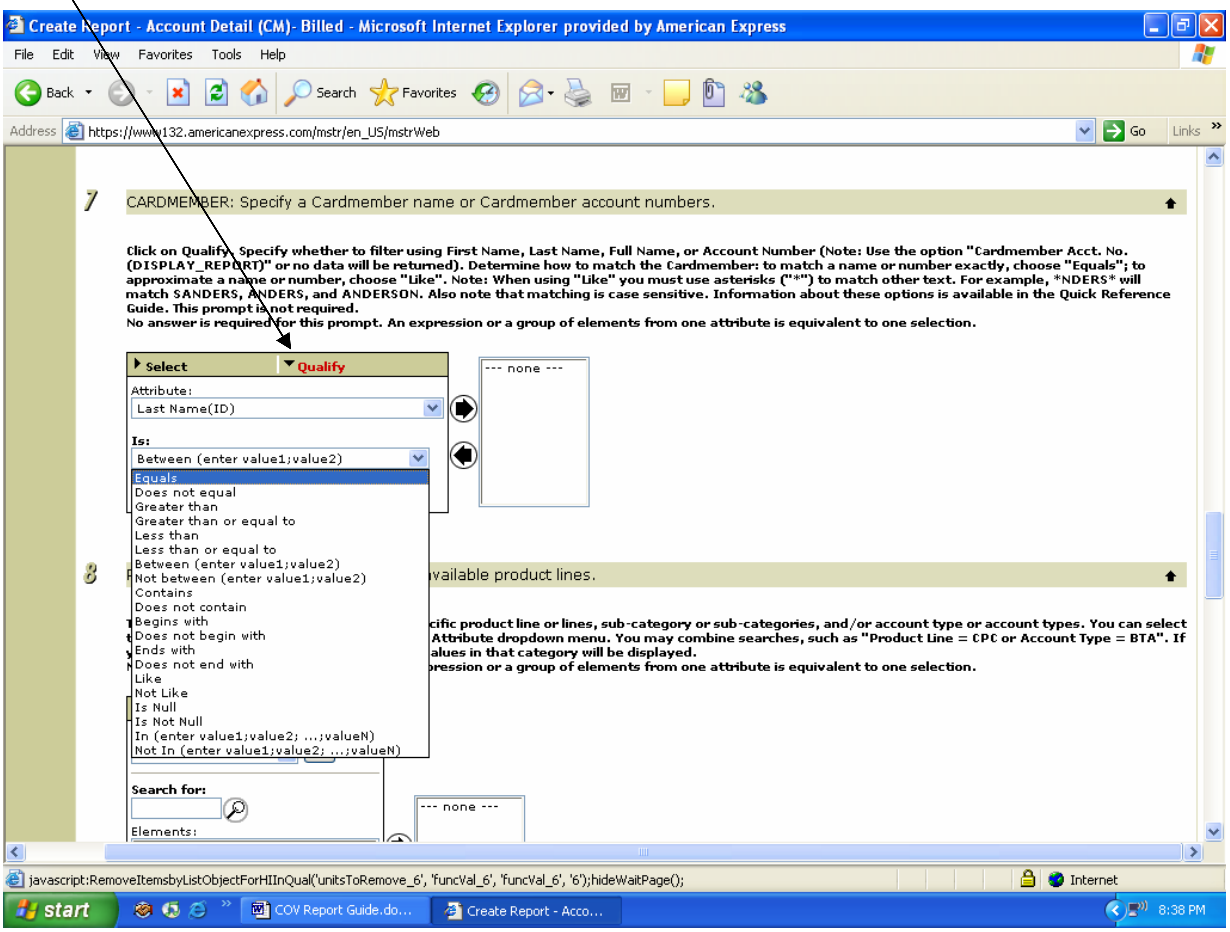
Once you have selected a save feature above you will see the screen shown below that will allow you to create your own folder and rename a report that you have created for future use. You can create a folder by typing a name and description in the "Create Folder" area. You can rename a report by typing a new report name in the "Save report as" area. Be sure to hit the save icon after keying this data.



<u>Quantification and Relative Statement Functions:</u>

The American Express enhanced reporting tool allows you to filter reports by specific suppliers, cardholders, cost center, product, universal ID and employee ID. This feature can be useful if you would like to monitor spend for specific employees and at certain suppliers (i.e, Best Buy). The enhanced reporting tool lists specific instructions on using this filter capability. An example of this functionality is shown below:

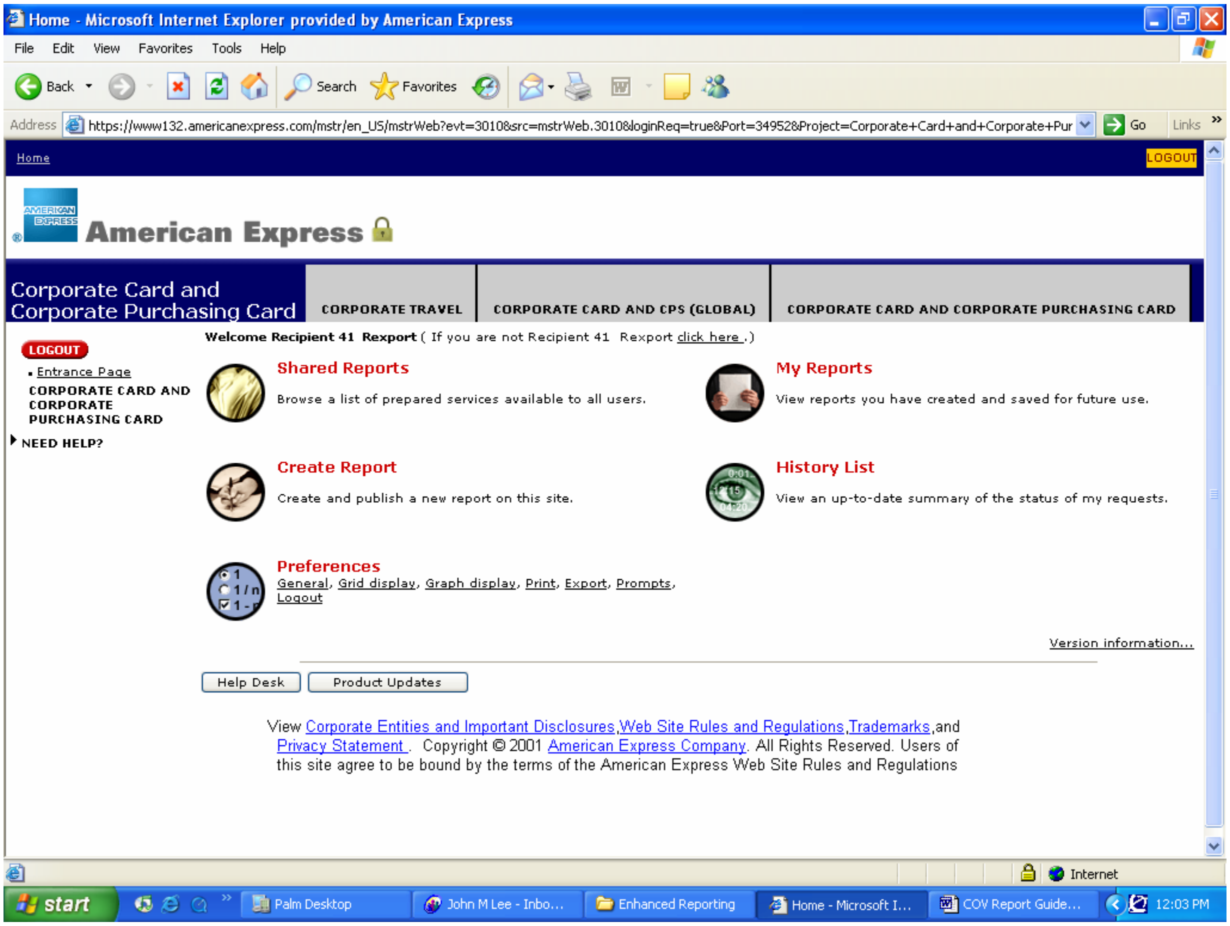
Note: To use this function, click on the arrow next to “Qualify”.



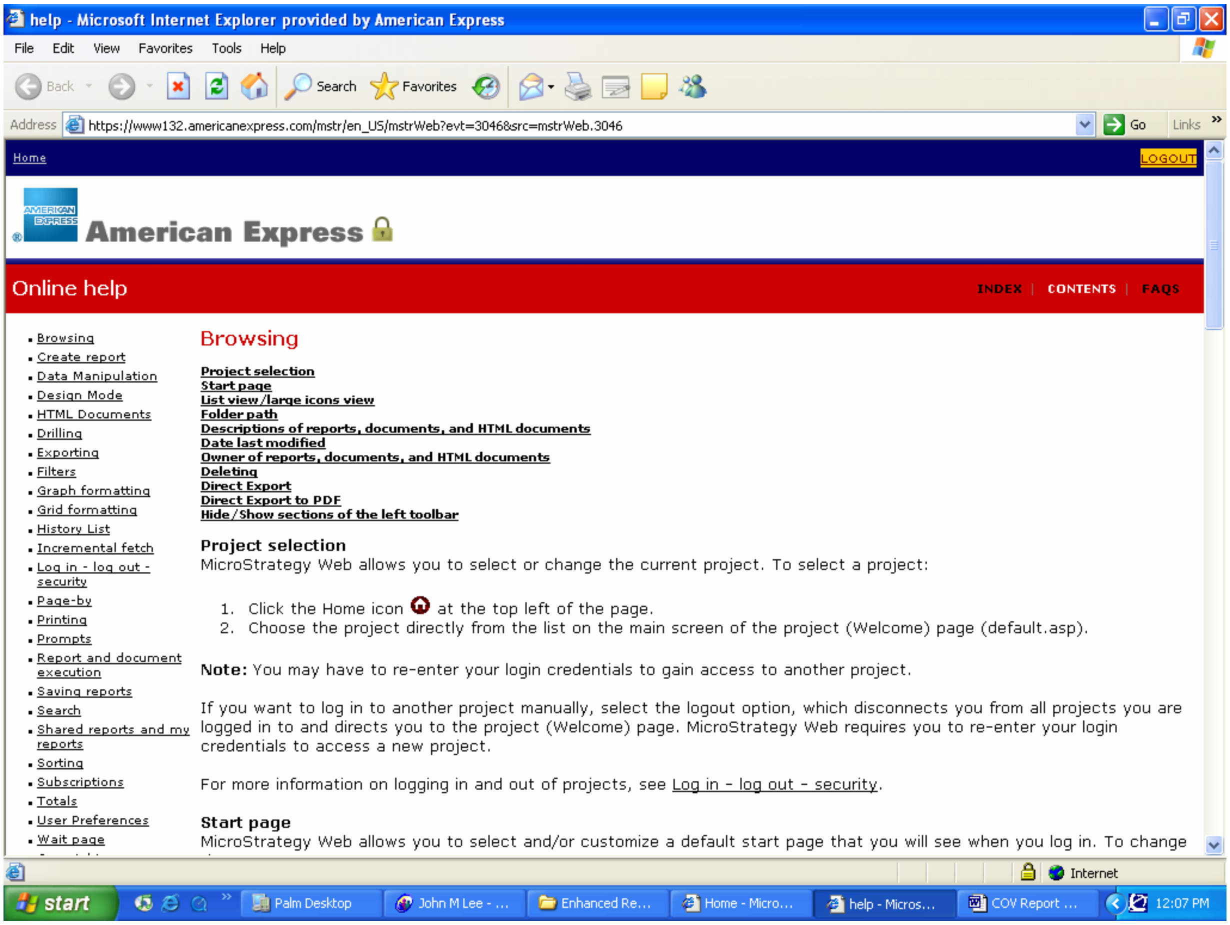
<u>Resources:</u>

There a number of resources available to you as an enhanced reporting user that will assist you in the process of creating reports, researching errors and receiving initial training. First and foremost, you have this specialized guide that walks you through creating COV specific reports step-by-step.

You will also have access to our help desk to discuss how to create reports and to discuss any error messages that you may receive. You will also have online access to product update information that will discuss future enhancements and times when upgrades will be performed to our reporting server. These links are shown on the main page below. The links are near the bottom of the page just below the “Preferences” icon:



You will also have access to an online help feature. On the main page above there is a link titled “Need Help?”. If you select this link you will enter a page that has a variety of links for information on the enhanced reporting tool. This page is shown below. Note: Once you select the Need Help? Icon you will then select the online help link.



Recorded Web Training

Next, you will also have access to a recorded placeware session that discusses the process for creating the reports listed in this guide as well as information on the enhanced reporting tool. Information for accessing this recorded web meeting will be provided via email.